



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

MINUTES OF THE JANUARY 6, 2016 REGULAR MEETING

Call to Order: By Chair Roger Short at 3:52 p.m., 205 W Patison Street, Port Hadlock, Washington
Supervisors Present: Julie Boggs, Lige Christian, Glen Huntingford (at 4:27 p.m.), and Roger Short
Supervisors Excused: Mike McFadden
Associate Supervisors Present: None
Staff Present: Jill Zarzeczny, Jerry Clarke, and Tracy Kier
Also Present: Shana Joy, WSCC and Joost Besijn, Jefferson County Noxious Weed Control Board (JCNWCB)

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 23, 2015 Special Meeting Minutes and the December 2, 2015 Regular Meeting Minutes as presented and approved under the Consent Agenda.

Agenda Modification: By consensus, the Board agreed to move the Jefferson County Noxious Weed Control Board – Collaboration on Priorities item directly ahead of the Treasurer's Report.

Jefferson County Noxious Weed Control Board – Collaboration on Priorities: Joost Besijn introduced himself as the Program Coordinator for the Jefferson County Noxious Weed Control Board (JCNWCB), and summarized his purpose for addressing the Board. He is looking forward to continued collaboration with the District, and was pleased to announce the JCNWCB's progress and plans for the coming year. The JCNWCB is currently advertising for Board member positions to increase their Board from three members to five members. They are working in collaboration with the Chumsortium on a multi-broad NEP grant for funding up to \$125,000.00 to include, in part, reed canary grass management. With the assistance of Ms. Zarzeczny, the Board discussed with Mr. Besijn the outcomes and impacts of eliminating canary grass, and the unintended consequences. Mr. Besijn stressed the importance of early detection of tansy ragwort, and noted that the JCNWCB still has a Memorandum of Understanding with the Jefferson County Road Department to assist in this endeavor. The JCNWCB would like to generate a publicity campaign, with the use of flyers, posters, presentations, and workshops, for the purpose of increasing awareness on the importance of weed control. They are also considering the possibility of providing weed-free certifications, but this will require additional research and training. The JCNWCB is working with the County to insure large groups of volunteers. They have 14 weed wrenches available to the public. The concept of creating a seed and soil bank has been discussed, but is still under consideration. Mr. Besijn would like to schedule a brainstorming session with his Board on reed canary grass, and will invite the District when the session is scheduled. The Board reviewed with Mr. Besijn the JCNWCB's recent assessment process. Mr. Besijn offered his assistance with any additional questions in the future, and thanked the Board for their partnership and collaborative efforts.

Treasurer's Report, Disbursements, and Electronic Payments for December, 2015: The Treasurer's Report, Disbursement #s 2948 through #2975, electronic payments, and supportive documentation for December, 2015 were reviewed. Net salaries for December, 2015 totaled \$9,775.24; general expenses totaled \$19,908.17. Total expenditures for the month of December, 2015 amounted to \$29,683.41. After review, *Lige Christian made a motion to approve the Treasurer's Report, Disbursement #s 2948 through #2975 (including salaries and general expenses), and electronic payments for December, 2015 in the total amount of \$29,683.41. 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 \$13,290.73, which included \$89.13 allocated by the District for the month of December, 2015, and .26¢ in interest credited to the District for the month of November, 2015. She also informed the Board that the State allowable rate for mileage reimbursement has been decreased from .575¢ per mile to .54¢ per mile effective January 1, 2016. The District's Labor & Industries rates increased and Employment Security Department rates decreased effective January 1, 2016, as well.

Ms. Kier finished with a brief report on the 2016 elections process. All notifications have been published in the *Leader* and in the *Peninsula Daily News*; on the District's website; at the District's office; and emailed to JCCD Supervisors, Associated Supervisors, staff, and interested parties. The District has not received any Candidate Petitions to-date.

Manager's Report: District Manager, Jill Zarzeczny, distributed to, and reviewed with, the Board the Manager's Report for December. In particular, she highlighted the District's recent Native Plant Workshop held on December 11, 2015 at the Chimacum Grange. The workshop was well received, with more than 33 people in attendance. Ms. Zarzeczny expressed her appreciation for the many community partners assisting with the workshop including NOSC, Master Gardeners, Kul Kah Han Native Plant Demonstration Garden, Jefferson Land Trust, Jefferson County Noxious Weed Control Board, and Olympic National Park. The District has collected approximately \$3,700.00 in plant sales so far.

Ms. Zarzeczny then reported on her attendance at the WACD annual meeting, and information received during the Rates and Charges session hosted by King Conservation District, Pierce Conservation District, and John Ghilarducci of FCS Group. On December 8, 2015, Ms. Zarzeczny met with Jefferson County Administrator, Philip Morley and discussed the Funding Agreement between the County and the District, the District's budget, and the possibility of the District pursuing a System of Rates and Charges. John Ghilarducci of FCS Group is in the process of creating a work plan for the District's consideration, to include a cost estimate, schedule, and scope of work for developing and implementing a System of Rates and Charges. With that in mind, Ms. Zarzeczny recommended the Board consider scheduling a Special Meeting to further discuss the District's budget. After discussion, ***Lige Christian made a motion to hold a Special Meeting on Wednesday, January 27, 2016 at 3:30 p.m. at the District Office located at 205 W Patison Street in Port Hadlock, Washington for the purpose of reviewing the District's budget. The motion was seconded by Glen Huntingford. There being no discussion, the motion was approved by a unanimous vote.*** Staff will publish the required notifications.

Ms. Zarzeczny informed the Board that the District is collaborating with the Chumsortium to submit a NEP grant proposal for up to \$125,000.00 relating, in part, to reed canary grass management, alternative beaver management strategies, and impacts of different buffer sizes on agricultural producers. Ms. Zarzeczny followed with an update on the District's shellfish projects, and potential shellfish projects being considered for submittal. In closing, she asked the Board about encouraging additional Associate Supervisors to serve the District. The Board acknowledged the value and importance of its current Associate Supervisors, and welcomed the idea of additional Associate Supervisors joining the District.

OLD BUSINESS

There was no Old Business to come before the Board.

NEW BUSINESS

- A. Jefferson County Noxious Weed Control Board – Collaboration on Priorities:** This Agenda item was addressed earlier in the meeting per the Agenda Modification.
- B. San Juan Island Conservation District – Professional Services Contract:** With the assistance of Ms. Zarzeczny, the Board reviewed the Professional Services Contract between the District and San Juan Island Conservation District for the coordination and completion of the PSCD Caucus Portfolio of Regional Programs and Services through June 30, 2016. After review and discussion, ***Lige Christian made a motion to approve the Professional Services Contract between the District and San Juan Island Conservation District; AND FURTHER, to allow District Manager Jill Zarzeczny the authority to execute the Contract on behalf of the District. The motion was seconded by Julie Boggs. Discussion followed. There being no further discussion, the motion was approved by a unanimous vote.***
- C. WACD Plant Materials Center Administrative Committee:** Ms. Zarzeczny informed the Board that she was invited at the WACD annual meeting to join the WACD Plant Materials Center administrative committee. The Board supported her recommendation to decline the invitation at this time due to her current District commitments.

COMMITTEE REPORTS

- A. Conservation Commission and Non-Commission Grants:** Shana Joy of WSCC announced that the State Commission is gearing up for the upcoming legislative session. WACD Legislative Days is scheduled for February 22 – 23, 2016. The regular legislative session is scheduled for March 10 – 30, 2016. She reminded the Board of the upcoming CREP training. Conservation Planner/Resource Specialist Jerry Clarke is scheduled to attend the training. The next WSCC meeting will be held in Bremerton on January 20 – 21, 2016. The meeting in March is scheduled for March 16 – 17, 2016 and will be hosted by the Stevens County Conservation District. The State Commission continues to examine the issue of long term, sustainable funding. She was happy to see that the District is already working on this issue to build local funding support for the District. Ms. Joy distributed Washington State Commission Supervisor Pocket References to the Supervisors. She asked the District to notify her as soon as the District knows whether or not it will be re-electing its incumbent. The State Auditor's Schedule 22 is not yet available. She closed her report with a reminder that the District's Fiscal Year 2017 Annual Plan of Work is due to the Commission by the end of May, 2016.
- B. NRCS/Local Working Group:** No new report.

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 23, 2015 Special Meeting and the Minutes of the December 2, 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 2948 through #2975 (including salaries and general expenses), and electronic payments for December, 2015 in the total amount of \$29,683.41 were approved.**
- ✓ **The Board passed a motion to hold a Special Meeting on Wednesday, January 27, 2016 at 3:30 p.m. at the District Office located at 205 W Patison Street in Port Hadlock, Washington for the purpose of reviewing the District's budget.**
- ✓ **The Board passed a motion approving the Professional Services Contract between the District and San Juan Island Conservation District; AND FURTHER, allowing District Manager Jill Zarzeczny the authority to execute the Contract on behalf of the District.**

Time, Date, and Place of Next Meeting: The Board will meet again at their Special Meeting scheduled for Wednesday, January 27, 2016 at 3:30 p.m. at the District Office located at 205 W Patison Street in Port Hadlock, Washington. The next regular meeting of the Board is scheduled for Wednesday, February 3, 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 5:46 p.m.

Minutes approved this 3rd day of February, 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

**Minutes
January 6, 2016 Regular Meeting
Jefferson County Conservation District**

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	