



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

MINUTES OF THE JULY 6, 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, and Roger Short
Supervisors Excused: Glen Huntingford and Mike McFadden
Associate Supervisors Present: None
Staff Present: Jill Zarzeczny 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 June 1, 2016 Minutes as presented and approved under the Consent Agenda.

Treasurer's Report, Disbursements, and Electronic Payments for June, 2016: The Treasurer's Report, Disbursement #s 3129 through 3153, electronic payments, and supportive documentation for June, 2016 were reviewed. Net salaries for June, 2016 totaled \$8,511.56; general expenses totaled \$16,511.80. Total expenditures for the month of June, 2016 amounted to \$25,023.36. After review, *Lige Christian made a motion to approve the Treasurer's Report, Disbursement #s 3129 through 3153 (including salaries and general expenses) and electronic payments for June, 2016 in the total amount of \$25,023.36. 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 \$13,927.41, which included \$56.70 allocated by the District for the month of June, 2016; and .28¢ in interest earned by the District for the month of May, 2016.

Manager's Report: District Manager Jill Zarzeczny distributed to, and reviewed with, the Board the Manager's Report outlining activities for the month of June, 2016. The review included a brief report on the staff's attendance at the recent WADE training, a Public Records Request processed in June, new soil test kit requests, status on the new Andrews Creek CREP project, and a teleconference with WDFW regarding the 5-year programmatic HPA. She also reported on her recent attendance at the City of Port Townsend council meeting. The District co-hosted a Pasture Management Workshop with the WSU Extension Small Farms Program on June 7th, with 25 people in attendance. Technical Assistant Craig Schrader continues his efforts in the NRCS Conservation Planner Certification Program, and has been assigned two mentors to guide him through the process.

OLD BUSINESS

- A. System of Rates and Charges:** There was nothing new to report on the District's research and potential development of a System of Rates and Charges.
- B. Policy Update:** Per the Board's request, staff presented a draft of an Accessing Private Property Policy, to include the use of an Access Authorization Form, and a draft of a Receiving and Responding to Complaints Policy. With regards to the Accessing Private Property draft policy, Lige Christian suggested the following changes:

Purpose, Line 1: Insert the words "permission in" after the word "has".

Purpose, Line 2: Delete the word "permission".

Policy, Line 1: Delete the word "advance", and insert a comma after the word "authorization" and after the word "landowner".

Procedure, Line 2: Insert a comma after the word "Form", and after the word "landowner".

Procedure, Line 4: Delete the word "by" and insert in its place the word "for", and delete the word "executed" and insert in its place the word "signed".

Procedure, Last Sentence: Delete the last sentence of the Procedure paragraph.

Lige Christian also recommended tabling the review of the Access Authorization Form pending further research by staff.

After discussion, ***Julie Boggs made a motion to approve the Accessing Private Property Policy with the changes noted above by Lige Christian; AND FURTHER, to table the review of the Access Authorization Form to allow staff additional time to research form content. The motion was seconded by Lige Christian. There being no discussion, the motion was approved by a unanimous vote.***

Lige Christian then made a motion to table the consideration of the draft Receiving and Responding to Complaints Policy to allow for further review. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.

NEW BUSINESS

- A. WSCC Contract for Cost Share Funds:** The Board reviewed the Contract for Cost Share Funds relating to JCCD Project #2016.200. Ms. Zarzeczny explained the practices to be installed during the project and the anticipated outcomes. After review and discussion, ***Lige Christian made a motion to approve the Contract for Cost Share Funds relating to JCCD Project #2016.200; AND FURTHER, to grant Chair Short the authority to sign the Contract on behalf of the Board. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.***
- B. WSCC FY17 Implementation Addendum:** The Board reviewed the WSCC FY17 Implementation Addendum and grant outcomes in the amount of \$79,625.00. After review, ***Roger Short made a motion to approve the WSCC FY17 Implementation Addendum. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.***
- C. WSCC FY17 Basic Allocation Application:** The Board reviewed the WSCC FY17 Basic Allocation Application in the amount of \$12,500.00, funded through the FY17 Implementation grant. After review, ***Lige Christian made a motion to approve the WSCC FY17 Basic Allocation Application. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.***
- D. WSCC FY17 Basic Allocation Initial Payment Request:** The Board then reviewed the WSCC FY17 Basic Allocation Initial Payment Request facilitating the payment of the \$12,500.00 FY17 Basic Allocation funds. After review, ***Lige Christian made a motion to approve the WSCC FY17 Basic Allocation Initial Payment Request. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.***
- E. WSCC FY17 Authorization Signatures Form:** Chair Short, Supervisor Christian, and Supervisor Boggs signed the WSCC FY17 Authorization Signatures Form. Staff will coordinate getting the other required signatures. The Board agreed to consider position changes at their next regular meeting.
- F. JCCD Fee Schedule Update:** Due to an increased interest by landowners for more comprehensive soil test kits, staff presented, for the Board's consideration, a draft 2016 Fee Schedule updating the District's fees to include a Basic Plus Soil Test Kit in the amount of \$75.00. Discussion followed on the variety of soil test kits available, potential requests by landowners, and the relative costs for each kit. After the discussion, ***Lige Christian made a motion to approve the updated 2016 Fee Schedule to include the Basic Plus Soil Test Kit in the amount of \$75.00; AND FURTHER, to include in the updated 2016 Fee Schedule future specialty soil test kits in the amount of the testing lab fees and shipping, plus fifteen percent (15%) to cover relative costs including, but not limited to, kit supplies, shipping materials, and mileage associated with collecting the samples. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.***
- G. JCCD Tool Share Program:** The Board and staff reviewed the District's current tool share program. Discussion focused on the possibility of including additional tools, tool maintenance, and potential insurance/liability issues. No action was taken at this time.

COMMITTEE REPORTS

- A. Conservation Commission and Non-Commission Grants:** No new report.

- B. NRCS/Local Working Group:** No new report.
C. Legislative Update: No new report.

CORRESPONDENCE

The Board reviewed correspondence received from Elizabeth Johnson of 2575 Center Valley Road in Chimacum, Washington on June 10, 2016, containing information on flea beetle infestations.

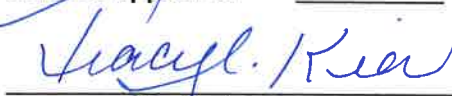
REVIEW OF OFFICIAL ACTIONS

- ✓ The Consent Agenda was approved by consensus of the Board.
- ✓ The Minutes of the June 1, 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 3129 through 3153 (including salaries and general expenses) and electronic payments for June, 2016 in the total amount of \$25,023.36.
- ✓ The Board passed a motion approving the Accessing Private Property Policy with the changes noted herein by Lige Christian; AND FURTHER, tabling the review of the Access Authorization Form to allow staff additional time to research form content.
- ✓ The Board passed a motion tabling the consideration of the draft Receiving and Responding to Complaints Policy to allow for further review.
- ✓ The Board passed a motion approving the Contract for Cost Share Funds relating to JCCD Project #2016.200; AND FURTHER, granting Chair Short the authority to sign the Contract on behalf of the Board.
- ✓ The Board passed a motion approving the WSCC FY17 Implementation Addendum.
- ✓ The Board passed a motion approving the WSCC FY17 Basic Allocation Application.
- ✓ The Board passed a motion approving the WSCC FY17 Basic Allocation Initial Payment Request.
- ✓ The Board passed a motion approving the updated 2016 Fee Schedule to include the Basic Plus Soil Test Kit in the amount of \$75.00; AND FURTHER, to include in the updated 2016 Fee Schedule future specialty soil test kits in the amount of the testing lab fees and shipping, plus fifteen percent (15%) to cover relative costs including, but not limited to, kit supplies, shipping materials, and mileage associated with collecting the samples.

Time, Date, and Place of Next Meeting: The next regular meeting of the Board is scheduled for Wednesday, August 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 5:43 p.m.

Minutes approved this 3rd day of August, 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 |

Minutes
July 6, 2016 Regular Meeting
Jefferson County Conservation District

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| 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 | |