



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

MINUTES OF THE JUNE 1, 2016 REGULAR MEETING

Call to Order: By Vice-Chair Mike McFadden at 3:33 p.m., 205 W Patison Street, Port Hadlock, Washington
Supervisors Present: Julie Boggs, Lige Christian (until 4:56 p.m.), Glen Huntingford, and Mike McFadden
Supervisors Excused: Roger Short
Associate Supervisors Present: None
Staff Present: Jill Zarzeczny, Jerry Clarke, Glenn Gately, and Tracy Kier
Also Present: Dan Dickson; Shana Joy, WSCC; and Jim Poffel, NRCS

Consent Agenda: Vice-Chair McFadden 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. Vice-Chair McFadden signed the May 4, 2016 Minutes as presented and approved under the Consent Agenda.

Executive Session: Vice-Chair McFadden announced that the Board would be going into Executive Session as authorized by RCW 42.30.110(1)(f) for the purpose of receiving and evaluating complaints or charges brought against a public officer or employee. The public officer or employee did not request that this be conducted in a public hearing or meeting open to the public. The Executive Session would last until 4:15 p.m., unless concluded earlier or extended by announcement of the presiding Chair. No action would be taken by the Board during the Executive Session. The Board may, or may not, elect to take action after the Executive Session. The Board went into Executive Session at 3:37 p.m. At 4:15 p.m., Vice-Chair McFadden came out of the Executive Session and announced that the Executive Session would be extended to 4:30 p.m. The Board reconvened the open meeting at 4:30 p.m.

Immediately following the Executive Session, Vice-Chair McFadden recommended that the Board consider developing a policy and procedure to address the chain-of-command process for receiving complaints, and developing a policy and procedure for staff conducting District business on privately owned property including, but not necessarily limited to, obtaining advance, written permission from the landowner or land operator before entering onto private property. With regards to the complaint received by the Board, Vice-Chair McFadden recommended that the District Manager make a notation in the staff member's personnel file, to be reviewed in six months. He then concluded by recommending that the District Manager prepare written communication detailing the Board's actions in response to the complaint, and that the same be addressed and delivered to the landowner making the complaint. Discussion followed.

After discussion, ***Lige Christian made a motion to establish a policy and procedure for the access of District staff onto private property to include that the District obtain advance, signed, written permission from the landowner prior to any staff member entering onto privately owned property; AND FURTHER, to direct staff to draft this policy, procedure, and permission form for review and implementation by the Board at their regular meeting in July, 2016. The motion was seconded by Glen Huntingford. There being no discussion, the motion was approved by a unanimous vote.***

A discussion on the chain-of-command followed, after which ***Lige Christian made a motion to establish a policy and procedure for receiving complaints against the District to include that all complaints be directed to and initially received by the District Manager and, in the event the District Manager is not available, the complaint be directed to and initially received by the Board Chair; AND FURTHER, to direct staff to draft this policy and procedure for review and implementation by the Board at their regular meeting in July, 2016. The motion was seconded by Glen Huntingford. There being no discussion, the motion was approved by a unanimous vote.***

Lige Christian followed with a motion that a disciplinary notation be attached to the personnel file of the District employee involved in the complaint; AND FURTHER, that the disciplinary notation be reviewed for further action in six months. The motion was seconded by Glen Huntingford. Discussion followed. There being no further discussion, the motion was approved by a unanimous vote. The Board directed the District Manager to make the disciplinary notation in the personnel file.

Lige Christian then made a motion to direct the District Manager to compose a letter detailing the actions taken by the Board in response to the complaint and deliver the letter to the landowner making the complaint. The motion was seconded by Glen Huntingford. There being no discussion, the motion was approved by a unanimous vote.

Treasurer's Report, Disbursements, and Electronic Payments for May, 2016: The Treasurer's Report, Disbursement #s 3099 through 3128, electronic payments, and supportive documentation for May, 2016 were reviewed. Net salaries for May, 2016 totaled \$8,723.59; general expenses totaled \$23,967.99. Total expenditures for the month of May, 2016 amounted to \$32,691.58. Conservation Planner/Resource Specialist Jerry Clarke noted an error in the amount of Check No. 3113 and, as such, recommended it be voided. After review, **Glen Huntingford made a motion to approve the Treasurer's Report, Disbursement #s 3099 through 3128 (including salaries and general expenses), with the exception of Check No. 3113 which will be voided, and electronic payments for May, 2016 in the total amount of \$32,691.58, minus Check No. 3113 in the amount of \$2,737.18. 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 \$13,870.43, which included \$145.26 allocated by the District for the month of May, 2016. The \$584.31 previously authorized by the Board for transfer from the District checking account to the District money market account was transferred by Chair Short on May 31, 2016.

Manager's Report: Office Manager Jill Zarzeczny distributed to the Board the Manager's Report outlining activities for the month of May, 2016. The Board will review the report and contact Ms. Zarzeczny with any questions or comments.

OLD BUSINESS

- A. System of Rates and Charges:** County Administrator Philip Morley is still reviewing the District's enhanced scope of work. The City Attorney for Port Townsend has invited the District to address the City Council at their meeting on July 5, 2016 to discuss the District's invitation to the City to join the Conservation District.
- B. Policy Update:** No new report.

NEW BUSINESS

- A. FY2017 WSCC Livestock Grant Award and Grant Addendum:** Ms. Zarzeczny announced that the District was awarded a livestock grant from the WSCC for the fiscal year of 2017 in the amount of \$26,000.00. These funds will be used to help the District conduct site visits, farm planning, workshops, and tours; obtain conservation planner training and education; conduct watershed-wide assessments; develop outreach materials; and improve the District's website. The Board reviewed the WSCC Livestock Grant Addendum in connection with this grant. After review, **Julie Boggs made a motion to approve the WSCC FY2017 Livestock Grant Addendum in the amount of \$26,000.00. The motion was seconded by Glen Huntingford. There being no discussion, the motion was approved by a unanimous vote.**
- B. State Auditor's Office 2015 Financial Reports:** Ms. Kier informed the Board that the District's 2015 Financial Reports were submitted to the State Auditor's Office on May 25, 2016.
- C. JCCD Long-Range Plan:** Ms. Zarzeczny asked if any member of the Board had any questions regarding the draft long-range plan previously sent to the Board. There being no questions, **Glen Huntingford made a motion to approve the District's 5-Year Plan (2016 – 2021). 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:** WSCC Regional Manager Shana Joy stated that she will be contacting the District about their plans for outreach to landowners, local partners, and stakeholders to build

support for conservation districts going into the next legislative session. The WSCC website contains resources to help with marketing and outreach.

- B. NRCS/Local Working Group:** Jim Poffel of NRCS reminded the Board that the District is co-hosting a Pasture Management Workshop on Thursday, June 2, 2016 from 9:00 a.m. to 3:00 p.m., starting at the Chimacum Grange and ending at Short's Family Farm. This is the second class in a three-part series. He then provided information on a recently announced funding opportunity for salmon recovery projects through EQIP to support implementation of innovative, outcome-oriented conservation projects that will lead to improvements in salmon habitat.
- C. Legislative Update:** 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 May 4, 2016 regular meeting were approved by the Board as presented in the Consent Agenda, and signed by Vice-Chair Mike McFadden.
- ✓ The Board passed a motion to establish a policy and procedure for the access of District staff onto private property to include that the District obtain advance, signed, written permission from the landowner prior to any staff member entering onto privately owned property; AND FURTHER, to direct staff to draft this policy, procedure, and permission form for review and implementation by the Board at their regular meeting in July, 2016.
- ✓ The Board passed a motion to establish a policy and procedure for receiving complaints against the District to include that all complaints be directed to and initially received by the District Manager and, in the event the District Manager is not available, the complaint be directed to and initially received by the Board Chair; AND FURTHER, to direct staff to draft this policy and procedure for review and implementation by the Board at their regular meeting in July, 2016.
- ✓ The Board passed a motion directing that a disciplinary notation be attached to the personnel file of the District employee involved in the complaint; AND FURTHER, directing that the disciplinary notation be reviewed for further action in six months.
- ✓ The Board passed a motion directing the District Manager to compose a letter detailing the actions taken by the Board in response to the complaint and deliver the letter to the landowner making the complaint.
- ✓ The Board passed a motion approving the Treasurer's Report, Disbursement #s 3099 through 3128 (including salaries and general expenses), with the exception of Check No. 3113 which will be voided, and electronic payments for May, 2016 in the total amount of \$32,691.58, minus Check No. 3113 in the amount of \$2,737.18.
- ✓ The Board passed a motion approving the WSCC FY2017 Livestock Grant Addendum in the amount of \$26,000.00.
- ✓ The Board passed a motion approving the District's 5-Year Plan (2016 – 2021).

Time, Date, and Place of Next Meeting: The next regular meeting of the Board is scheduled for Wednesday, July 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 5:11 p.m.

Minutes approved this 6th day of July, 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
HC Dop = 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	