



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

MINUTES OF THE MARCH 2, 2016 REGULAR MEETING

Call to Order: By Vice-Chair Mike McFadden at 3:40 p.m., 205 W Patison Street, Port Hadlock, Washington
Supervisors Present: Julie Boggs, Lige Christian, Mike McFadden, Roger Short (at 4:02 p.m.), and Glen Huntingford
Supervisors Excused: N/A
Associate Supervisors Present: None
Staff Present: Jill Zarzeczny, Jerry Clarke, and Tracy Kier
Also Present: Jim Poffel, NRCS

Consent Agenda: Chair Short asked if anyone wished to remove any items from the Consent Agenda. Office Manager Tracy Kier requested that the Minutes of the February 3, 2016 regular meeting be removed from the Consent Agenda pending corrections. Hearing no further requests, the remainder of the Consent Agenda was approved by consensus of the Board. Chair Short signed the January 27, 2016 Special Meeting Minutes as presented and approved under the Consent Agenda.

Lige Christian made a motion to review the Minutes of the February 3, 2016 regular meeting. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote. During the review, the Board discussed the following changes to the February 3, 2016 Minutes:

Page 1 of 3, last paragraph, first sentence, "Adapted" will be changed to "Adaptive".
Page 2 of 3, third paragraph, title, "Fees" will be changed to "Cost".
Page 2 of 3, third paragraph, second sentence, "associate" will be changed to "associated".
Page 2 of 3, fourth paragraph, fifth sentence, "mileage" will be changed to "fuel".
Page 2 of 3, fifth paragraph, seventh sentence, "salaries and benefits" will be inserted before the word "lodging".

Lige Christian made a motion to approve the February 3, 2016 Minutes as above-amended. The motion was seconded by Glen Huntingford. There being no discussion, the motion was approved by a unanimous vote.

Agenda Modification: Ms. Kier requested that the Board add Conservation Planner Certification and State Auditor's Office Schedule 22 to New Business. ***Lige Christian made a motion to modify the Agenda to include Conservation Planner Certification and State Auditor's Office Schedule 22 under New Business. 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 February, 2016: The Treasurer's Report, Disbursement #s 3001 through #3046, electronic payments, and supportive documentation for February, 2016 were reviewed. Net salaries for February, 2016 totaled \$8,912.69; general expenses totaled \$26,265.84. Total expenditures for the month of February, 2016 amounted to \$35,178.53. After review, ***Lige Christian made a motion to approve the Treasurer's Report, Disbursement #s 3001 through #3046 (including salaries and general expenses), and electronic payments for February, 2016 in the total amount of \$35,178.53. The motion was seconded by Julie Boggs. 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 \$13,436.54, which included \$113.94 allocated by the District for the month of February, 2016, and .27¢ in interest credited to the District for the month of January, 2016. Ms. Kier informed the Board that the \$250.00 issued from the District's checking account last month to stock two cash boxes for the native plant sale was redeposited into the checking account on March 1, 2016.

The Board reviewed information sent to Conservation Districts by the WSCC and MRSC on minute-taking. ***Lige Christian made a motion to continue recording action Minutes with brief narrative as needed, unless otherwise required. The motion was seconded by Glen Huntingford. There being no discussion, the motion was approved by a unanimous vote.***

Manager's Report: District Manager Jill Zarzeczny distributed to, and reviewed with, the Board the Manager's Report for February, 2016. During the review, she reported on the success of the District's annual native plant sale – commending Conservation Planner/Resource Specialist Jerry Clarke for his leading role and organization of the sale, and expressing her appreciation to Supervisors Julie Boggs and Lige Christian for delivering the plants to the fairgrounds, to Chair Short for transporting the plants to Quilcene, to the many volunteers for assisting with bundling day and sale day, and to Linda Gately for graciously feeding the bundling day crew. She advised the Board that a meeting has been scheduled with Jefferson County Administrator Philip Morley on Tuesday, March 8, 2016 to discuss the 2016 Funding Agreement and the District's enhancement request. A meeting has also been scheduled with City Manager David Timmons and City Attorney Steve Gross on Wednesday, March 16, 2016 at 11:00 a.m. to discuss the District's invitation to the City of Port Townsend to join the Conservation District. Ms. Zarzeczny ended her report with a summary of the District's soil testing activities and status of shellfish project contracts. Mr. Clarke followed with a report on the District's CREP projects, renewals, and plantings.

OLD BUSINESS

Ms. Kier noted for the record that all requirements pursuant to WAC 135-110 were met with regards to automatically re-electing the District's incumbent including, but not limited to, informing the public. She will proceed with completing the 2016 election process through the WSCC.

NEW BUSINESS

- A. Annual Native Plant Sale:** Staff presented, and reviewed with the Board, the preliminary Financial Report for the annual native plant sale detailing receipts and expenditures to-date, along with pending payments and refunds.
- B. Policy on Surplus Plants:** With the assistance of Mr. Clarke, the Board discussed the potential for surplus plants following the annual native plant sale. After discussion, ***Lige Christian made a motion to annually retain, contingent on the feasibility of staff time, some of the surplus plants in the event any are left over from the annual native plant sale for the next year's plant sale, and surplus the remaining bareroot plants to a partnering organization of the District's choice for the use of local conservation purposes. The motion was seconded by Glen Huntingford. There being no discussion, the motion was approved by a unanimous vote.***
- C. Conservation Planner Certification:** Ms. Zarzeczny reminded the Board of the upcoming Conservation Planner Certification training being offered by NRCS in Ellensburg in May, 2016. After review, ***Lige Christian made a motion to allow Technical Assistant Craig Schrader to attend the Conservation Planner Certification training in May, 2016; AND FURTHER, to allow the District to pay for the salaries and benefits, lodging, travel, meals, and incidentals associated with the training, according to the state-allowable per diem rates. The motion was seconded by Glen Huntingford. There being no discussion, the motion was approved by a unanimous vote.***
- D. State Auditor's Office Schedule 22:** Ms. Kier informed the Board that the annual Schedule 22 is now available from the State Auditor's Office. By consensus, the Board agreed to appoint Mike McFadden, Lige Christian, and Julie Boggs in the event Lige Christian is not available, to complete the annual Schedule 22 on behalf of the Board, and report the results back to the Board at one of their regular monthly meetings.

COMMITTEE REPORTS

- A. Conservation Commission and Non-Commission Grants:** On behalf of Shana Joy of WSCC, Ms. Zarzeczny reported that the District may have access to non-shellfish funding in cases where shellfish funding is not appropriate.
- B. NRCS/Local Working Group:** Jim Poffel of NRCS announced that the Hoh River Trust would like to relocate Chimacum beavers to Hoh River Trust grounds. In addition, it appears that none of the applications in the northwest team funding pool will be funded, except possibly one in Clallam County. There is a possibility that two contracts will be funded under the statewide funding pool. Most likely both forestry TSP plans will be funded.
- C. Jefferson Landworks Collaborative:** As reported by Ms. Zarzeczny, the new Coordinator for Jefferson Landworks Collaborative is Mallore Weinheimer, who is also the Assistant to the Jefferson County Noxious Weed Control Board Coordinator. Their annual retreat is scheduled for March 16, 2016.
- D. Legislative Update:** The Board continues to receive the legislative updates.

CORRESPONDENCE

There was no correspondence for the Board's review.

REVIEW OF OFFICIAL ACTIONS

- ✓ The modified Consent Agenda was approved by consensus of the Board.
- ✓ The Minutes of the January 27, 2016 special meeting were approved by the Board as presented in the Consent Agenda, and signed by Chair Short.
- ✓ The Board passed a motion to review the February 3, 2016 Regular Meeting Minutes, after which they passed a motion approving the February 3, 2016 Regular Meeting Minutes as amended.
- ✓ The Board passed a motion modifying the Agenda to include Conservation Planner Certification and State Auditor's Office Schedule 22 under New Business.
- ✓ The Treasurer's Report, Disbursement #s 3001 through #3046 (including salaries and general expenses), and electronic payments for February, 2016 in the total amount of \$35,178.53 were approved.
- ✓ The Board passed a motion to continue recording action Minutes with brief narrative as needed, unless otherwise required.
- ✓ The Board passed a motion to annually retain, contingent on the feasibility of staff time, some of the surplus plants in the event any are left over from the annual native plant sale for the next year's plant sale, and surplus the remaining bareroot plants to a partnering organization of the District's choice for the use of local conservation purposes.
- ✓ The Board passed a motion allowing Technical Assistant Craig Schrader to attend the Conservation Planner Certification training in May, 2016; AND FURTHER, to allow the District to pay for the salaries and benefits, lodging, travel, meals, and incidentals associated with the training, according to the state-allowable per diem rates.

Time, Date, and Place of Next Meeting: The next regular meeting of the Board is scheduled for Wednesday, April 6, 2016 at 3:30 p.m. at the District Office located at 205 W Patison Street, in Port Hadlock, Washington. Lige Christian advised the Board that he will not be available to attend the April 6, 2016 Board meeting.

Meeting Adjourned: There being no further business to discuss or transact, the meeting was adjourned at 5:17 p.m.

Minutes approved this 6th day of April, 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
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

Minutes
March 2, 2016 Regular Meeting
Jefferson County Conservation District

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	