



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

MINUTES OF THE MAY 18, 2017 SPECIAL MEETING

Call to Order: By Vice-Chair Al Latham at 9:04 a.m., 205 W Patison Street, Port Hadlock, Washington
Supervisors Present: Julie Boggs (arrived at 9:28 a.m.), Lige Christian, Al Latham, and Roger Short
Supervisors Excused: Glen Huntingford
Associate Supervisors Present: None
Staff Present: Jill Zarzeczny, Glenn Gately, Jerry Clarke, and Tracy Kier
Also Present: None

Purpose of the Special Meeting: Vice-Chair Al Latham announced that the purpose of the Special Meeting was to conduct the hiring process for the position of District Manager. He stated that no other business would be discussed or transacted in this meeting.

Executive Session: Vice-Chair Latham then announced that, per RCW 42.30.110(1)(g), the Board of Supervisors would be going into Executive Session for the purpose of evaluating the qualifications of an applicant(s) for public employment. He stated that the Executive Session would last two hours and forty-five minutes, unless extended by public announcement of the Board Chair or Vice-Chair. He also stated that no actions would be taken by the Board during the Executive Session, and that the Board may, or may not, elect to take action after the Executive Session. The Board went into Executive Session at 9:10 a.m. and reconvened the open public session at 11:55 a.m.

Hiring Process for the Position of District Manager: Once in open public session, *Lige Christian made a motion to extend an offer of employment for the position of District Manager to Candidate #2, pending reference checks; AND FURTHER, in the event the offer of employment is not accepted by Candidate #2, or the reference checks for Candidate #2 are not favorable, to extend an offer of employment for the position of District Manager to Candidate #9, pending reference checks. The motion was seconded by Julie Boggs. Discussion followed, after which the motion was approved by a unanimous vote.*

Lige Christian then made a motion to include in the offer of employment for the position of District Manager to Candidate #2, based on experience, a starting salary of \$25.00 per hour for a full-time/2,080 hour work-year, plus benefits. The motion was seconded by Julie Boggs. Discussion followed, after which the motion was approved by a unanimous vote.

Lige Christian then made a motion to include, in the event an offer of employment is extended to Candidate #9, and based on experience, a starting salary of \$22.00 per hour for a three-quarters to full-time work year, plus benefits. The motion was seconded by Roger Short. Discussion followed, after which the motion was approved by a unanimous vote.

The Board agreed to appoint Al Latham to perform the reference checks on Candidate #2 and, if it becomes necessary, on Candidate #9, and extend the offer of employment as approved above by the Board.

Review of Official Actions:

- ✓ The Board passed a motion to extend an offer of employment for the position of District Manager to Candidate #2, pending reference checks; AND FURTHER, in the event the offer of employment is not accepted by Candidate #2, or the reference checks for Candidate #2 are not favorable, to extend an offer of employment for the position of District Manager to Candidate #9, pending reference checks.
- ✓ The Board passed a motion to include in the offer of employment for the position of District Manager to

Candidate #2, based on experience, a starting salary of \$25.00 per hour for a full-time/2,080 hour work-year, plus benefits.

- ✓ **The Board passed a motion to include, in the event an offer of employment is extended to Candidate #9, and based on experience, a starting salary of \$22.00 per hour for a three-quarters-to-full-time work year, plus benefits.**

Time, Date, and Place of Next Meeting: The next regular meeting of the Board will be held on Wednesday, June 7, 2017, at 3:30 p.m., at the District Office located at 205 W Patison Street in Port Hadlock, Washington.

Adjournment: There being no further discussion or action of the Board, the Special Meeting was adjourned at 12:41 p.m.

DATED this 7th day of June, 2017.


 Tracy L. Kier, Recording Secretary


 Glen Huntingford, 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
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
SWAPAH = Soil, Water, Air, Plants, Animals and Humans	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