



JEFFERSON COUNTY CONSERVATION DISTRICT

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

MINUTES OF THE MAY 3, 2017 REGULAR MEETING

Call to Order: By Chair Glen Huntingford at 3:42 p.m., 205 W Patison Street, Port Hadlock, Washington

Supervisors Present: Julie Boggs, Lige Christian, Glen Huntingford, Al Latham, and Roger Short

Supervisors Excused: N/A

Associate Supervisors Present: None

Staff Present: Jill Zarzeczny, Jerry Clarke, and Tracy Kier

Also Present: Shana Joy, WSCC

Consent Agenda: Chair Huntingford 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 Huntingford signed the April 5, 2017 regular meeting Minutes as presented and approved under the Consent Agenda.

Treasurer's Report, Disbursements, and Electronic Payments for April, 2017: The Treasurer's Report, Disbursement #s 3391 through #3416, electronic payments, and supportive documentation for April, 2017 were reviewed. Net salaries for April, 2017 totaled \$8,463.23; general expenses totaled \$23,228.92. Total expenditures for the month of April, 2017 amounted to \$31,692.15. For the record, the Board noted the transfer of \$628.30 from the District's checking account to the District's money market account for the JCCD Truck Reserve Fund, as authorized by the Board at their April 5, 2017 regular meeting. After review, ***Al Latham made a motion to approve the Treasurer's Report, Disbursement #s 3391 through #3416 (including salaries and general expenses), and electronic payments for April, 2017 in the total amount of \$31,692.15. 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 \$15,131.21, which included interest earned in March, 2017, and \$155.69 allocated by the District in April, 2017. Each member of the Board signed the Kitsap Bank signatory documentation required to add newly appointed Supervisor Al Latham to the District's checking and money market accounts.

Manager's Report: District Manager Jill Zarzeczny distributed to, and reviewed with, the Board the manager's report outlining general updates and activities for the month of April, 2017. In her report she noted, in part, the status of the Commission's budget proposals, and an upcoming two-day policy meeting scheduled for WSCC and conservation district staff in August. Conservation Planner/Resource Specialist Jerry Clarke reported on the status of the District's CREP projects and renewals, Shellfish and Non-Shellfish projects, and RCO FFFPP project. Brian Cochrane, Habitat and Monitoring Coordinator for the WSCC, will be touring CREP sites in Jefferson County, Clallam County, and Mason County on May 4, 2017.

Ms. Zarzeczny followed Mr. Clarke's report with a review of the District's technical assistance provided during April. Fishery Biologist/Water Quality Specialist Glenn Gately has been, in part, collecting landowner access permission forms,

and preparing temperature data loggers for deployment. The District will be conducting a Pasture Management workshop in late June/early July in partnership with the WSU Extension and Clallam Conservation District.

OLD BUSINESS

- A. Policy Update – Employee Salaries:** With the assistance of Ms. Zarzeczny, the Board discussed employee salary policy considerations including, but not necessarily limited to, the establishment of minimum salary starting rates, the elimination of salary ranges, Cost of Living Allowance (COLA) adjustments, annual employee performance reviews, merit-based salary increases, and budget considerations. After discussion, the Board directed staff to prepare a draft employee salary policy and procedure, based on the Board's input, for consideration at their next regular meeting.
- B. 2017 Annual Meeting:** The Board agreed to conduct the District's annual meeting on Wednesday, September 27, 2017, from 6:00 p.m. to 8:00 p.m., at the Finnriver Farm and Cidary, pending Board Supervisor availability.
- C. Hiring Process for District Manager Position:** The Board agreed to conduct the Executive Session after "Correspondence".

Executive Session: This item was conducted after "Correspondence" per consensus of the Board.

NEW BUSINESS

- A. RCO FFFPP Project No. 15-1470:** Mr. Clarke provided an overview of the project and bid requirements. With his assistance, the Board opened six (6) sealed bids, all of which were received within the bidding deadline. Once the bids were opened, the Board noted, for the record, that the bid received from Mahan Log and Lumber Company, LLC. was non-responsive. After review and consideration, ***Lige Christian made a motion to accept the low bid of Kuchan Construction Company, Inc. in the amount of \$173,147.81 for RCO FFFPP Project No. 15-1470, pending confirmation of Kuchan Construction Company's bond, licensing, and non-debarment standings. The motion was seconded by Al Latham. Discussion followed, during which time Roger Short expressed his concerns about the overall costs of the construction phase of the project. After discussion, the motion was approved by a majority vote (4 "FOR", 1 "AGAINST").*** Mr. Clarke will conduct the bonding, licensing, debarment, Labor & Industries, SAM's, and Department of Revenue checks. Mr. Mahan of Mahan Log and Lumber Company commented on the design specifications of the project.
- B. CREP State Reimbursement and Maintenance Contract – Project No. 2015-11000:** The Board reviewed the CREP State Reimbursement and Maintenance Contract for Project No. 2015-11000. ***Al Latham made a motion to approve the CREP State Reimbursement and Maintenance Contract for Project No. 2015-11000; AND FURTEHR, to grant Chair Huntingford the authority to sign the Contract on behalf of the Board. The motion was seconded by Lige Christian. There being no discussion, the motion was approved by a unanimous vote.***
- C. WSCC Master Contract No. 18-02:** The Board reviewed the WSCC Master Contract No. 18-02, effective July 1, 2017 through June 30, 2019. After review, ***Al Latham made a motion to approve the WSCC Master Contract No. 18-02; AND FURTHER, to grant Chair Huntingford the authority to sign the Contract on behalf of the Board. The motion was seconded by Roger Short. There being no discussion, the motion was approved by a unanimous vote.***
- D. Inter-District Agreement for Professional Engineering Services:** The Board reviewed the Inter-District Agreement for Professional Engineering Services between Mason Conservation District, Jefferson County Conservation District, Thurston Conservation District, and Kitsap Conservation District, effective upon signing through June 30, 2019. After review, ***Lige Christian made a motion to approve the Inter-District Agreement for Professional Engineering Services; AND FURTHER, to grant Chair Huntingford the authority to sign the Agreement on behalf of the Board. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.***
- E. Annual State Auditor's Office Schedule 22:** The Board agreed to appoint Lige Christian and Al Latham to conduct the 2016 State Auditor's Office Schedule 22 with the assistance of Ms. Zarzeczny and Ms. Kier, and report their findings to the Board at their next regular meeting.
- F. FY2018 Annual Plan of Work:** Ms. Zarzeczny distributed to, and reviewed with, the Board a draft of the District's FY2018 Annual Work Plan and budget. Ms. Zarzeczny highlighted changes to the Plan including, but not limited to, the addition of a Firewise Program, adaptive management for living with beaver, technical assistance for long-term maintenance of projects, assistance with the Critical Areas Ordinance update, and the development and implementation of a System of Rates and Charges. During the discussion, the Board and staff discussed potential

goals and guidelines for a District reserve account to cover, in part, District operations, asset maintenance and replacement, employee leave pay-outs. Staff will research policies and procedures relating to reserve accounts, and report their findings to the Board once completed. After review and discussion of the FY2018 Plan and Budget, ***Al Latham made a motion to approve the FY2018 Annual Plan of Work and Budget; AND FURTHER, to direct staff to submit the Plan and Budget to the WSCC. The motion was seconded by Lige Christian. There being no discussion, the motion was approved by a unanimous vote.***

COMMITTEE REPORTS

- A. Conservation Commission and Non-Commission Grants:** Shana Joy of WSCC provide an update on the operating and capital budget status, and upcoming topics for the May Commission meeting. She also outlined potential topics slated for the two-day policy meeting for WSCC staff and conservation districts in August.
- B. NRCS/Local Working Group:** No new report.
- C. Legislative Update:** No new report.

CORRESPONDENCE

There was no correspondence for the Board's review.

Executive Session: Chair Huntingford 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 45 minutes, unless extended by public announcement of the Board 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 5:55 p.m., and reconvened the public session at 6:40 p.m.

Once in public session, ***Lige Christian made a motion to direct staff to contact Candidates #1, #2, #4, #5, and #9 to schedule interviews for the position of District Manager during special meetings of the Board on Wednesday, May 17, 2017 and Thursday, May 18, 2017. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.*** Staff will contact the Candidates, schedule the interviews, and publish the required notices for the special meetings.

REVIEW OF OFFICIAL ACTIONS

- ✓ **The Consent Agenda was approved by consensus of the Board, and the Minutes of the April 5, 2017 regular meeting were approved as presented under the Consent Agenda.**
- ✓ **The Board passed a motion approving the Treasurer's Report, Disbursement #s 3391 through #3416 (including salaries and general expenses), and electronic payments for April, 2017 in the total amount of \$31,692.15.**
- ✓ **The Board passed a motion accepting the low bid of Kuchan Construction Company, Inc. in the amount of \$173,147.81 for RCO FFFPP Project No. 15-1470, pending confirmation of Kuchan Construction Company's bond, licensing, and non-debarment standings.**
- ✓ **The Board passed a motion approving the CREP State Reimbursement and Maintenance Contract for Project No. 2015-11000; AND FURTEHR, granting Chair Huntingford the authority to sign the Contract on behalf of the Board.**
- ✓ **The Board passed a motion approving the WSCC Master Contract No. 18-02; AND FURTHER, granting Chair Huntingford the authority to sign the Contract on behalf of the Board.**
- ✓ **The Board passed a motion approving the Inter-District Agreement for Professional Engineering Services; AND FURTHER, granting Chair Huntingford the authority to sign the Agreement on behalf of the Board.**
- ✓ **The Board passed a motion approving the FY2018 Annual Plan of Work and Budget; AND FURTHER, directing staff to submit the Plan and Budget to the WSCC.**
- ✓ **The Board passed a motion directing staff to contact Candidates #1, #2, #4, #5, and #9 to schedule interviews for the position of District Manager during special meetings of the Board on Wednesday, May 17, 2017 and Thursday, May 18, 2017.**

Time, Date, and Place of Next Meeting: The next meeting of the Board will be on Wednesday, May 17, 2017 (time to be

determined) at the District Office for the special purpose of conducting the hiring process for the position of District Manager; and on Thursday, May 18, 2017 (time to be determined) at the District Office for the special purpose of conducting the hiring process for the position of District Manager (official Notice to follow). The next regular meeting of the Board is scheduled for Wednesday, June 7, 2017 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 6:53 p.m.

Minutes approved this 7th day of June, 2017.



 Tracy 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
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	