



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

MINUTES OF THE MAY 4, 2016 REGULAR MEETING

Call to Order: By Chair Roger Short at 3:45 p.m., 205 W Patison Street, Port Hadlock, Washington
Supervisors Present: Lige Christian, Mike McFadden, and Roger Short
Supervisors Excused: Julie Boggs and Glen Huntingford
Associate Supervisors Present: None
Staff Present: Jill Zarzeczny, Jerry Clarke, 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 April 6, 2016 Minutes as presented and approved under the Consent Agenda.

Agenda Modification: The Board agreed to move New Business Item B. CREP State Reimbursement and Maintenance Contracts ahead of the Treasurer's Report.

CREP State Reimbursement and Maintenance Contracts: Conservation Planner/Resource Specialist Jerry Clarke explained the purpose of the CREP State Reimbursement and Maintenance Contracts, and reviewed the Contract language with the Board. Discussion focused, in part, on the District's and the Participant's responsibilities detailed in the Contract. After review and discussion, ***Lige Christian made a motion to approve the CREP State Reimbursement and Maintenance Contracts; AND FURTHER, to grant Chair Short the authority to execute the CREP State Reimbursement and Maintenance Contracts on behalf of the Board. The motion was seconded by Mike McFadden. There being no discussion, the motion was approved by a unanimous vote.***

Treasurer's Report, Disbursements, and Electronic Payments for April, 2016: The Treasurer's Report, Disbursement #s 3075 through #3098, electronic payments, and supportive documentation for April, 2016 were reviewed. Net salaries for April, 2016 totaled \$8,208.63; general expenses totaled \$16,022.37. Total expenditures for the month of April, 2016 amounted to \$24,231.00. After review, ***Lige Christian made a motion to approve the Treasurer's Report, Disbursement #s 3075 through #3098 (including salaries and general expenses), and electronic payments for April, 2016 in the total amount of \$24,231.00. The motion was seconded by Mike McFadden. 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 \$13,724.90, which included \$87.48 allocated by the District for the month of April, 2016. She also reported that there was \$584.31 in allocated District Truck Reserve Funds ready to be transferred from the District's checking account to the District's Money Market Account. The \$584.31 represents Truck Reserve Fund allocations for the months of November, 2015 through April, 2016. ***Lige Christian made a motion to direct Chair Roger Short to transfer \$584.31 from the District's checking account to the District's Money Market Account for JCCD Truck Reserve Fund allocations for the months of November, 2015 through April, 2016. The motion was seconded by Mike McFadden. There being no discussion, the motion was approved by a unanimous vote.***

Ms. Kier announced that the District received \$675.00 in scholarship funds from WADE to apply toward registration costs to this year's WADE training in June.

Manager's Report: Office Manager Jill Zarzeczny distributed to, and reviewed with, the Board the Manager's Report outlining activities for the month of April, 2016. Discussions focused, in part, on a public records request recently received

and processed by the District, landowner assistance site visits, cost-share project updates, and the District's invitation to the City of Port Townsend to join the Conservation District. Ms. Zarzeczny distributed to the Board a Proposed Scope of Work to assist Jefferson County with the Critical Areas Ordinance update, and preliminary calculations relating to a potential System of Rates and Charges for the District. Discussion followed.

Ms. Zarzeczny shared with the Board recent flooding and beaver concerns expressed to the District by a landowner on East Chimacum Creek. She is hopeful that the Beaver Management Plan, due to be completed in November of this year, may help address these concerns. Staff also encouraged the landowner to attend the Board's meeting to further discuss these concerns. Discussion followed on District and landowner responsibilities. After discussion, ***Lige Christian made a motion to direct staff to review the CREP Contract language and recommend landowner "sign-off" points; AND FURTHER, to bring those recommendations back to the Board for their review at their next regular meeting in June, 2016. The motion was seconded by Mike McFadden. There being no discussion, the motion was approved by a unanimous vote.***

Ms. Zarzeczny then informed the Board that the District published the SEPA Determination of Non-Significance on the livestock/farm equipment bridge project. Written appeals of this determination must be received by the District no later than May 18, 2016. The District applied for WSCC Livestock funding for FY2017. If approved, these funds will 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.

During April, staff met with the NEP Chimacum Creek Watershed Restoration and Protection Plan grant partners to review the scope of work, timeline, and deliverables. Outreach activities for April included a soil workshop and a horse pasture and manure workshop. Vice-Chair Mike McFadden announced that there will be a compost workshop at the Quimper Grange on June 16, 2015, the cost of which will be \$20.00.

OLD BUSINESS

- A. **System of Rates and Charges:** This item was addressed above, under the Manager's Report.
- B. **Travel Policy Update:** Staff continues to work on recommendations to update the District's Travel Policy.
- C. **State Auditor's Office Schedule 22:** With the assistance of Ms. Kier, the Board discussed information needed for this year's Schedule 22. Staff and appointed Board Supervisors will meet next week to complete the Schedule 22.
- D. **RCW 89.08.210 – Powers and Duties of Supervisors:** Board Supervisors continue to review this statute.
- E. **RCW 89.08.220 – Corporate Status and Powers of District:** Board Supervisors continue to review this statute. Vice-Chair McFadden recommended getting more Supervisor Handbooks for Board Supervisors.

NEW BUSINESS

- A. **NEP Watershed Protection and Restoration Grant – NOSC Contract for Professional Services:** Ms. Zarzeczny presented the Contract for Professional Services from NOSC in the amount of \$15,350.13, and assisted the Board in their review of the Contract deliverables. After review, ***Lige Christian made a motion to approve the Contract for Professional Services, Contract #2016-62, with the North Olympic Salmon Coalition. The motion was seconded by Mike McFadden. There being no discussion, the motion was approved by a unanimous vote.***
- B. **CREP State Reimbursement and Maintenance Contracts:** This item was addressed earlier in the meeting.
- C. **FY2016 WSCC Non-Shellfish Addendum:** The Board reviewed the FY2016 WSCC Non-Shellfish Addendum in the amount of \$14,812.50. After review, ***Lige Christian made a motion to approve the FY2016 WSCC Non-Shellfish Addendum in the amount of \$14,812.50. The motion was seconded by Mike McFadden. There being no discussion, the motion was approved by a unanimous vote.***
- D. **FY2017 Annual Plan of Work:** With the assistance of Ms. Zarzeczny, the Board reviewed the draft FY2017 Annual Plan of Work, due to the WSCC on or before May 31, 2016. Discussion followed, after which ***Lige Christian made a motion to approve the FY2017 Annual Plan of Work, contingent on the approval of Board Supervisors Julie Boggs and Glen Huntingford. The motion was seconded by Mike McFadden. There being no discussion, the motion was approved by a unanimous vote.***

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 from Russ Laase, received by the District on April 18, 2016, containing a request for public records relating to the Chimacum Creek Programmatic HPA. The District's initial response to Mr. Laase's request was issued on April 18, 2016, and the request was fulfilled on April 25, 2016.

Staff distributed to the Board a copy of the District's April 27, 2016 report to Jefferson County, outlining the District's activities during the first quarter of 2016 in connection with the District/County 2016 Funding Agreement.

REVIEW OF OFFICIAL ACTIONS

- ✓ The Consent Agenda was approved by consensus of the Board.
- ✓ The Minutes of the April 6, 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 CREP State Reimbursement and Maintenance Contracts; AND FURTHER, granting Chair Short the authority to execute the CREP State Reimbursement and Maintenance Contracts on behalf of the Board.
- ✓ The Board passed a motion approving the Treasurer's Report, Disbursement #s 3075 through #3098 (including salaries and general expenses), and electronic payments for April, 2016 in the total amount of \$24,231.00.
- ✓ The Board passed a motion directing Chair Roger Short to transfer \$584.31 from the District's checking account to the District's Money Market Account for JCCD Truck Reserve Fund allocations for the months of November, 2015 through April, 2016.
- ✓ The Board passed a motion directing staff to review the CREP Contract language and recommend landowner "sign-off" points; AND FURTHER, to bring those recommendations back to the Board for their review at their next regular meeting in June, 2016.
- ✓ The Board passed a motion approving the Contract for Professional Services, Contract #2016-62, with the North Olympic Salmon Coalition.
- ✓ The Board passed a motion approving the FY2016 WSCC Non-Shellfish Addendum in the amount of \$14,812.50.
- ✓ The Board passed a motion approving the FY2017 Annual Plan of Work, contingent on the approval of Board Supervisors Julie Boggs and Glen Huntingford.

Time, Date, and Place of Next Meeting: The next regular meeting of the Board is scheduled for Wednesday, June 1, 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 5:36 p.m.

Minutes approved this 1st day of June, 2016.


 Tracy Kier, Recording Secretary


 Roger Short, Chair
 MIKE MCFADDEN VICE 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

Minutes
May 4, 2016 Regular Meeting
Jefferson County Conservation District

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	