



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

MINUTES OF THE NOVEMBER 2, 2016 REGULAR MEETING

Call to Order: By Chair Roger Short at 3:43 p.m., Chimacum Grange #681, 9572 Rhody Drive, Chimacum, Washington

Supervisors Present: Julie Boggs, Lige Christian, Glen Huntingford, Mike McFadden, and Roger Short

Supervisors Excused: None

Associate Supervisors Present: None

Staff Present: Jill Zarzeczny, Jerry Clarke, Craig Schrader, Glenn Gately, and Tracy Kier

Also Present: Sarah Spaeth, WSCC and Bob Schroeter, WACD

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 October 5, 2016 Minutes as presented and approved under the Consent Agenda.

Treasurer's Report, Disbursements, and Electronic Payments for October, 2016: The Treasurer's Report, Disbursement #s 3228 through #3251, electronic payments, and supportive documentation for October, 2016 were reviewed. Net salaries for October, 2016 totaled \$9,142.23; general expenses totaled \$19,600.00. Total expenditures for the month of October, 2016 amounted to \$28,742.23. After review, **Mike McFadden made a motion to approve the Treasurer's Report, Disbursement #s 3228 through #3251 (including salaries and general expenses), and electronic payments for October, 2016 in the total amount of \$28,742.23. The motion was seconded by Lige Christian. 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 \$14,495.02, which included interest earned by the District in September, 2016, and \$149.58 allocated by the District in October, 2016. She also reported that the quarterly tax reports were submitted and quarterly taxes were paid. Due to timing issues, she requested permission to issue mid-month checks for the Board's signature to pay the District's Visa bill, once the statement has arrived, and make landowner cost-share payments, once the funds are received by the District. After consideration, **Julie Boggs made a motion to allow two Board members to sign mid-month checks to pay the District's Visa bill once it has been received, and to make landowner cost-share payments once the funds have been received by the District. The motion was seconded by Lige Christian. There being no discussion, the motion was approved by a unanimous vote.**

Manager's Report: District Manager Jill Zarzeczny introduced Bob Schroeter, Executive Director of WACD. Mr. Schroeter expressed his interest in meeting with the Board and the JCCD team, and then directed the Board's attention to the resolutions recently approved at the NW Area WACD meeting for presentation at the WACD annual meeting. He, along with the Board, commended Ms. Zarzeczny on her recent recognition by the WSCC as the Northwest Area District Manager of the Year, and complimented her on the significant impacts she has made during her first year with the District. Mr. Schroeter invited the Board to attend the WACD annual meeting beginning on November 28, 2016, and emphasized the importance of learning from one another and the benefits of collective, district collaboration. This year's theme will be on bridging differences, with offerings, in part, on conflict and dispute resolution, soil health, and sustainable land strategies. In closing, Mr. Schroeter thanked the Board for the opportunity to meet with them, and learn about the District's needs and how he can effectively provide assistance. Chair Short thanked Mr. Schroeter on behalf of the Board.

Ms. Zarzeczny was pleased to announce that Technical Assistant Craig Schrader received his NRCS Conservation Planner certification. She commended him on his dedication and hard work to achieve this accomplishment. There has been an increase in landowner interest in farm planning, for which Mr. Schrader's training will be very helpful. She then reported on public outreach and partnership collaboration meetings recently attended by staff, and Firewise training recently obtained by Conservation Planner/Resource Specialist Jerry Clarke. With the assistance of WSCC

Commissioner Sarah Spaeth, Ms. Zarzeczny commented on the NOSC NEP project status. Technical staff have been out in the field a lot this past month, installing, in part, 6,850 feet of CREP fencing. The District's annual native plant workshop will be held on Friday, December 9, 2016, at the Chimacum Grange #681, from 9:00 a.m. to 12:00 p.m.

OLD BUSINESS

- A. System of Rates and Charges:** Ms. Zarzeczny will attempt to meet with County Administrator Philip Morley in December. She continues to communicate with the City of Port Townsend Attorney Steve Gross on the District's invitation to them to join the Conservation District or consider a Memorandum of Understanding for services. She also invited and encouraged City staff and officials to attend the District's annual meeting to connect with the Board and learn more about the District's programs.
- B. Policy Update:** The Board reviewed the second draft of the District's "Establishing Jefferson County Conservation District Policies and Procedures" policy dated November 2, 2016. After discussion, ***Lige Christian made a motion to adopt the "Establishing Jefferson County Conservation District Policies and Procedure" policy dated November 2, 2016. The motion was seconded by Mike McFadden. There being no discussion, the motion was approved by a unanimous vote.***
- C. State Auditor's Office:** With the assistance of Ms. Kier, Ms. Zarzeczny reported on the District's recent Accountability Audit. The in-office evaluation process has been completed, and the results should be ready in the next few weeks. All Board Supervisors expressed an interest in attending the Audit Exit Conference.

NEW BUSINESS

- A. Resolution #2016-014 – 2017 Election:** Per the Board's request, Ms. Kier presented Resolution #2016-014, setting the date, time, and location of the District's 2017 poll site election. After review, ***Lige Christian made a motion to approve Resolution #2016-014 setting the date, time, and location of the District's 2017 poll site election for Wednesday, March 1, 2017, with polls opening at 3:00 p.m. and closing at 7:00 p.m., at the District Office located at 205 W Patison Street, in Port Hadlock, Washington. The motion was seconded by Glen Huntingford. There being no discussion, the motion was approved by a unanimous vote.*** The Election Supervisor will proceed with notifying the public.
- B. CREP State Reimbursement and Maintenance Contract – Project #2015-11003B:** With the assistance of Mr. Clarke, the Board reviewed the CREP State Reimbursement and Maintenance Contract for Project #2015-11003B. After review and discussion, ***Julie Boggs made a motion to approve the CREP State Reimbursement and Maintenance Contract for Project #2015-11003B; AND FURTHER, to grant Chair Roger Short 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. CREP PIP Amendment #1 – Project #2015-11003B:** As explained by Mr. Clarke, the CREP PIP Amendment #1 for Project #2015-11003B is ready for approval to include the fencing phase of the project. After review and discussion, ***Julie Boggs made a motion to approve the CREP PIP Amendment #1 for Project #2015-11003B; AND FURTHER, to grant Chair Roger Short the authority to sign the Amendment on behalf of the Board. The motion was seconded by Glen Huntingford. There being no discussion, the motion was approved by a unanimous vote.***
- D. CREP State Reimbursement and Maintenance Contract – Project #2016-11007:** Mr. Clarke informed the Board that the CREP Project #2016-11007 on Chimacum Creek has been approved effective November 1, 2016. He then proceeded with an overview of the project, and assisted the Board in a discussion involving, in part, overall issues and impacts relating to CREP projects. ***Lige Christian then made a motion to approve the CREP State Reimbursement and Maintenance Contract for Project #2016-11007; AND FURTHER, to grant Chair Roger Short the authority to sign the Contract on behalf of the Board. The motion was seconded by Julie Boggs. Additional discussion followed. There being no further discussion, the motion was approved by a unanimous vote.***
- E. Contract for Cost Share Funds – Project #2016.150:** With the assistance of staff, the Board discussed the initial proposal, review, and approval of Cost Share Project #2016.150. After discussion, ***Lige Christian made a motion to ratify the initial approval of the Contract for Cost Share Funds for Project #2016.150 effective May 4, 2016; AND FURTHER, to grant Chair Roger Short the authority to sign the initial approval of the project effective May 4, 2016 on behalf of the Board. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.***

- F. WSCC 2016 Good Governance Evaluation Results:** Ms. Zarzeczny was pleased to inform the Board that the District received a Tier 1 rating for the WSCC's Good Governance annual assessment, indicating "good performance" and "no deficiencies found" in the following seven component areas:
1. Conservation On the Ground Performance
 2. Financial Performance
 3. Supervisor Election and Appointment
 4. Audit Resolution, If Any
 5. District Operations and Capacity
 6. Working Within the Constraints of the Law
 7. Long Range and Annual Work Plan
- Lige Christian made a motion to acknowledge the District's 2016 WSCC Good Governance Tier 1 rating. The motion was seconded by Glen Huntingford. There being no discussion, the motion was approved by a unanimous vote.***
- G. NRCS Certification of District Technical Assistant Craig Schrader:** Considering Technical Assistant Craig Schrader's recent NRCS Conservation Planner certification, Ms. Zarzeczny recommended a new job description be considered to include his qualifications and increased responsibilities. The Board agreed and requested that staff prepare recommendations in this regard for the Board's consideration at their next regular meeting in December, 2016.
- H. WACD Annual Meeting:** Ms. Zarzeczny distributed registration information to the Board for the 2016 annual WACD meeting in Blaine, Washington. After reviewing the benefits and costs of attendance, ***Lige Christian made a motion to authorize District Manager Jill Zarzeczny to attend the WACD Annual Meeting on behalf of the District from November 28, 2016 to December 1, 2016; AND FURTHER, to allow the District to pay for those costs associated with her attendance, including wages, benefits, registration, mileage, lodging, and meals. The motion was seconded by Glen Huntingford. There being no discussion, the motion was approved by a unanimous vote.*** The Board then discussed Supervisor attendance at the annual meeting, after which ***Julie Boggs made a motion to authorize Vice-Chair Mike McFadden to attend the WACD Annual Meeting on behalf of the District from November 28, 2016 to December 1, 2016; AND FURTHER, to allow the District to pay for those costs associated with his attendance to include registration, lodging, and meals. The motion was seconded by Lige Christian. There being no discussion, the motion was approved by a unanimous vote.*** Per the Board's approval, Ms. Kier will prepare mid-month checks for WACD Annual Meeting registration and lodging as needed.

COMMITTEE REPORTS

- A. Conservation Commission and Non-Commission Grants:** No new report.
- B. NRCS/Local Working Group:** 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 October 5, 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 Treasurer's Report, Disbursement #s 3228 through #3251 (including salaries and general expenses), and electronic payments for October, 2016 in the total amount of \$28,742.23.
- ✓ The Board passed a motion adopting the "Establishing Jefferson County Conservation District Policies and Procedure" policy dated November 2, 2016.
- ✓ The Board passed a motion approving Resolution #2016-014 setting the date, time, and location of the District's 2017 poll site election for Wednesday, March 1, 2017, with polls opening at 3:00 p.m. and closing at 7:00 p.m., at the District Office located at 205 W Patison Street, in Port Hadlock, Washington.
- ✓ The Board passed a motion approving the CREP State Reimbursement and Maintenance Contract for Project #2015-11003B; AND FURTHER, granting Chair Roger Short the authority to sign the Contract on behalf of the Board.
- ✓ The Board passed a motion approving the CREP PIP Amendment #1 for Project #2015-11003B; AND FURTHER, granting Chair Roger Short the authority to sign the Amendment on behalf of the Board.

- ✓ The Board passed a motion approving the CREP State Reimbursement and Maintenance Contract for Project #2016-11007; AND FURTHER, granting Chair Roger Short the authority to sign the Contract on behalf of the Board.
- ✓ The Board passed a motion ratifying the initial approval of the Contract for Cost Share Funds for Project #2016.150 effective May 4, 2016; AND FURTHER, granting Chair Roger Short the authority to sign the initial approval of the project effective May 4, 2016 on behalf of the Board.
- ✓ The Board passed a motion acknowledging the District's 2016 WSCC Good Governance Tier 1 rating.
- ✓ The Board passed a motion authorizing District Manager Jill Zarieczny to attend the WACD Annual Meeting on behalf of the District from November 28, 2016 to December 1, 2016; AND FURTHER, allowing the District to pay for those costs associated with her attendance, including wages, benefits, registration, mileage, lodging, and meals.
- ✓ The Board passed a motion authorizing Vice-Chair Mike McFadden to attend the WACD Annual Meeting on behalf of the District from November 28, 2016 to December 1, 2016; AND FURTHER, allowing the District to pay for those costs associated with his attendance to include registration, lodging, and meals.

Time, Date, and Place of Next Meeting: The next regular meeting of the Board is scheduled for Wednesday, December 7, 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 5:23 p.m.

Minutes approved this 17th day of December, 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
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	