



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

**MINUTES OF THE NOVEMBER 23, 2015 SPECIAL MEETING**

**Call to Order:** By Chair Roger Short at 3:30 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 and Tracy Kier

**Purpose of Special Meeting** - Public notice requirements having been met in accordance with RCW 42.30, Chair Short reminded those in attendance that the purpose of the Special Meeting was to review the District's budget. The Board may, or may not, elect to take action on this subject. No other business would be discussed or transacted.

**BUDGET REVIEW**

- A. Budget Task Update** – District Manager Jill Zarzeczny reported on the recent budget meetings with Jefferson County Commissioners and Jefferson County staff.
- B. On-Going Budget Review** – The Board revisited the District's funding projections and funding needs discussed during their October 28, 2015 Special Meeting. With that in mind, they reviewed their authority under RCW 89.08.400 to develop a structure of collecting revenue to support the District's ability to provide services to Jefferson County to promote the health, safety, and general welfare pursuant to RCW 89.08. With the assistance of Ms. Zarzeczny, the Board then reviewed WSCC District Operations Brief #10-2014 "Rates and Charges" and explored how a System of Rates and Charges may improve the District's ability to adequately provide services to the citizens of Jefferson County. They also discussed potential methods and costs of developing a System of Rates and Charges for the District. After discussion, ***Lige Christian made a motion to approve the concept of the Board pursuing a System of Rates and Charges for implementation in Jefferson County Conservation District. The motion was seconded by Roger Short. Discussion followed. There being no further discussion, the motion was approved by a unanimous vote.***
- C. Resolution No. 2015-011 – County Funding Contributions** – The Board then reviewed the timeline associated with developing and implementing a System of Rates and Charges while staff, at the same time, continues to research and apply for existing and upcoming grant opportunities. To help address funding needs in 2016, the Board considered Resolution No. 2015-011. After consideration, ***Lige Christian made a motion to approve Resolution No. 2015-011 – County Funding Contributions, requesting a one-time increase in the 2016 Annual Funding Agreement with Jefferson County to \$111,000.00 to more adequately support the programs and services necessary to meet the health, safety, and general welfare needs of greater Jefferson County; AND FURTHER, resolving to, in 2016, begin pursuing a System of Rates and Charges as a future and alternative source of funding to support continued and expanded programs and services provided by Jefferson County Conservation District to all of the citizens of Jefferson County. The motion was seconded by Mike McFadden. There being no additional discussion, the motion was approved by a unanimous vote.*** Chair Short will deliver a copy of Resolution No. 2015-011 to the Jefferson County Board of County Commissioners and the County Administrator. The Board and staff will continue to research the process for developing and implementing a System of Rates and Charges on behalf of the District.

**REVIEW OF OFFICIAL ACTIONS**

- ✓ The Board passed a motion approving the concept of the Board pursuing a System of Rates and Charges

for implementation in Jefferson County Conservation District.

- ✓ The Board passed a motion approving Resolution No. 2015-011 – County Funding Contributions, requesting a one-time increase in the 2016 Annual Funding Agreement with Jefferson County to \$111,000.00 to more adequately support the programs and services necessary to meet the health, safety, and general welfare needs of greater Jefferson County; AND FURTHER, resolving to, in 2016, begin pursuing a System of Rates and Charges as a future and alternative source of funding to support continued and expanded programs and services provided by Jefferson County Conservation District to all of the citizens of Jefferson County.

**Time, Date, and Place of Next Meeting** – The Board will meet again at their regular meeting on Wednesday, December 2, 2015 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 4:32 p.m.

Minutes approved this 6<sup>th</sup> day of January, 2016.

  
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Tracy Kier, Recording Secretary

  
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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