



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

**MINUTES OF THE NOVEMBER 4, 2015 REGULAR MEETING**

**Call to Order:** By Chair Roger Short at 6:01 p.m., 9572 Rhody Drive, Chimacum, Washington  
**Supervisors Present:** Julie Boggs, Lige Christian, Glen Huntingford, Mike McFadden, and Roger Short  
**Supervisors Excused:** N/A  
**Associate Supervisors Present:** None  
**Staff Present:** Jill Zarzeczny, Craig Schrader, Jerry Clarke, Glenn Gately, and Tracy Kier  
**Also Present:** Shana Joy, WSCC and Jim Poffel, NRCS

**Consent Agenda:** Chair Short asked if anyone wished to remove any items from the Consent Agenda. Office Manager, Tracy Kier requested that the Minutes of the October 28, 2015 Special Meeting be removed from the Consent Agenda since they were not ready for review. Hearing no other requests, the Consent Agenda was approved by consensus of the Board, with the exception of the October 28, 2015 Special Meeting Minutes. Chair Short signed the October 7, 2015 Regular Meeting Minutes as presented and approved.

**Treasurer's Report, Disbursements, and Electronic Payments for October, 2015:** The Treasurer's Report, Disbursement #s 2905 through #2927, electronic payments, and supportive documentation for October, 2015 were reviewed. Net salaries for October, 2015 totaled \$9,567.85; general expenses totaled \$13,466.21. Total expenditures for the month of October, 2015 amounted to \$23,034.06. After review, ***Lige Christian made a motion to approve the Treasurer's Report, Disbursement #s 2905 through #2927 (including salaries and general expenses), and electronic payments for October, 2015 in the total amount of \$23,034.06. The motion was seconded by Mike McFadden. There being no discussion, the motion was approved by a unanimous vote.***

Ms. Kier reported that the current balance in the District's Truck Reserve Fund is \$13,138.97, which included \$132.25 allocated by the District for the month of October, 2015, and .25¢ in interest credited to the District for the month of September, 2015. Ms. Kier also noted that Truck Reserve Fund allocations for June, July, August, September, and October, totaling \$658.96, were ready for transfer from the District's checking account to the District's money market account. ***Lige Christian made a motion to transfer \$658.96, representing Truck Reserve Fund allocations for June, July, August, September, and October 2015, from the District's checking account to the District's money market account; AND FURTHER, to grant Chair Roger Short the authority to facilitate the transfer on behalf of the Board. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.***

**Manager's Report:** District Manager, Jill Zarzeczny provided an outline of general program and project updates for the Board's review. She then reported on the recent meetings with Jefferson County regarding the 2016 Funding Agreement. Additional meetings are scheduled throughout this month. Staff is in the process of planning the annual native plant workshop, native plant sale, and newsletter. The District was awarded \$4,000.00 from the Russell Family Foundation to coordinate the completion of a Portfolio of Regional Programs and Services for the PSCD Caucus. Staff continues to work on Near Term Actions with the Streamkeepers in Clallam County, new and existing CREP projects, water quality monitoring and temperature data loggers, and an informational open house with Jefferson County regarding the DOE Priority Basins Project. Supervisor Christian commended Ms. Zarzeczny on her "fantastic" presentation to Commissioner

Kier regarding the 2016 Funding Agreement. Ms. Zarzeczny distributed to the Board a copy of WACD's Fiscal Year 2016 approved budget, received from Executive Director Dave Vogel at the Board's request.

#### **OLD BUSINESS**

- A. WACD Annual Dues and Annual Meeting** – The Board reviewed the offer made by WACD Executive Director, Dave Vogel to cover the registration, lodging, and meal costs for one of JCCD's Supervisors to attend the 2015 WACD annual meeting. After consideration, the Board agreed that Supervisor McFadden would attend on behalf of the Board. The Board then discussed the benefits of sending Ms. Zarzeczny to the WACD annual meeting. After discussion, *Lige Christian made a motion to authorize District Manager Jill Zarzeczny to attend the 2015 WACD Annual Meeting; AND FURTHER, to authorize the District to pay the salary, benefits, registration, lodging, meals, and travel costs associated with Ms. Zarzeczny attending the 2015 WACD Annual Meeting. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.* The Board then weighed the cost benefits of continuing its membership with WACD. After discussion, *Julie Boggs made a motion to pay the 2015 WACD dues in the amount of \$2,640.00, plus \$20.00 in Associate Supervisor annual memberships, in the total amount of \$2,660.00. The motion was seconded by Glen Huntingford. There being no discussion, the motion was approved by a unanimous vote.*
- B. 2016 Elections** – Elections Supervisor Tracy Kier provided an update on the 2016 election process. The Board's Notice of Intent to Adopt an Election Resolution on December 2, 2015 has been scheduled for publication in the *Leader* and the *Peninsula Daily News*, and will be posted on the District's website and at the District Office.

#### **NEW BUSINESS**

- A. WSCC Capacity Building Funding Options** - The Board is still in the process of reviewing the four WSCC Capacity Building Funding Options.

#### **COMMITTEE REPORTS**

- A. Conservation Commission and Non-Commission Grants** – Shana Joy of WSCC asked if everyone was receiving WSCC communications through GovDelivery, and offered assistance to those Supervisors not receiving those communications. Near Term Actions are still in the development stage. All shellfish funds have been allocated.
- B. NRCS/Local Working Group** – Jim Poffel of NRCS informed the Board that the Local Working Group will be meeting on November 17, 2015 in Bellingham. During the meeting, attendees will be reviewing the 2017 ranking questions. He is in the process of finishing Contracts on the west side of Jefferson County, two of which are ready to be certified, and working with tribes on the west side. He has received inquiries about pre-commercial thinning as well.
- C. Puget Sound CD Caucus** – The Caucus will be discussing Near Term Actions and will be working on regional reporting methodology at their next meeting.

#### **CORRESPONDENCE**

There was no correspondence for the Board's review.

#### **REVIEW OF OFFICIAL ACTIONS**

- ✓ The Consent Agenda was approved as amended by consensus of the Board.
- ✓ The Minutes of the October 7, 2015 Regular Meeting were approved by the Board as presented in the Consent Agenda, and signed by Chair Short.
- ✓ The Treasurer's Report, Disbursement #s 2905 through #2927 (including salaries and general expenses), and electronic payments for October, 2015 in the total amount of \$23,034.06 were approved.
- ✓ The Board passed a motion transferring \$658.96, representing Truck Reserve Fund allocations for June, July, August, September, and October 2015, from the District's checking account to the District's money market account; AND FURTHER, granting Chair Roger Short the authority to facilitate the transfer on behalf of the Board.
- ✓ The Board passed a motion authorizing District Manager Jill Zarzeczny to attend the 2015 WACD Annual Meeting; AND FURTHER, authorizing the District to pay the salary, benefits, registration, lodging, meals, and travel costs associated with Ms. Zarzeczny attending the 2015 WACD Annual Meeting.
- ✓ The Board passed a motion paying the 2015 WACD dues in the amount of \$2,640.00, plus \$20.00 in Associate Supervisor annual memberships, in the total amount of \$2,660.00.

**Time, Date, and Place of Next Meeting** – The Board will meet again at their Regular Meeting on Wednesday, December 2, 2015 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 transact, the meeting was adjourned at 6:46 p.m.

Minutes approved this 2nd day of December, 2015.

  
 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