



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

MINUTES OF THE OCTOBER 5, 2016 REGULAR MEETING

Call to Order: By Vice-Chair Mike McFadden at 3:42 p.m., 205 W Patison Street, Port Hadlock, Washington

Supervisors Present: Julie Boggs, Lige Christian, and Mike McFadden

Supervisors Excused: Glen Huntingford and Roger Short

Associate Supervisors Present: None

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

Also Present: Sarah Tanuvasa, NRCS

Consent Agenda: Vice-Chair McFadden 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. Vice-Chair McFadden signed the August 3, 2016 Minutes as presented and approved under the Consent Agenda.

Minutes for September, 2016: The Board noted for the record that they did not hold a regular meeting in September, 2016, due to a lack of quorum. The record will reflect, therefore, that there are no Minutes for September, 2016.

Treasurer's Report, Disbursements, and Electronic Payments for August, 2016: The Treasurer's Report, Disbursement #s 3176 through #3203, electronic payments, and supportive documentation for August, 2016 were reviewed. Net salaries for August, 2016 totaled \$8,853.29; general expenses totaled \$24,021.20. Total expenditures for the month of August, 2016 amounted to \$32,874.49. Lige Christian reported that he and Glen Huntingford reviewed the August disbursements on September 7, 2016; and, finding them to be customary and/or previously approved, signed the same in an effort to maintain the appropriate flow of District operations during a lack of quorum of the Board. Discussion followed. After discussion, ***Lige Christian made a motion to approve the Treasurer's Report, Disbursement #s 3176 through #3203 (including salaries and general expenses), and electronic payments for August, 2016 in the total amount of \$24,021.20; AND FURTHER, to ratify the actions of Glen Huntingford and himself on September 7, 2016, who processed the August, 2016 disbursements to maintain the appropriate flow of District operations during a lack of quorum of the Board. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.***

Treasurer's Report, Disbursements, and Electronic Payments for September, 2016: The Treasurer's Report, Disbursement #s 3204 through #3227, electronic payments, and supportive documentation for September, 2016 were reviewed. Net salaries for September, 2016 totaled \$7,797.82; general expenses totaled \$16,931.44. Total expenditures for the month of September, 2016 amounted to \$24,729.26. After review, ***Lige Christian made a motion to approve the Treasurer's Report, Disbursement #s 3204 through #3227 (including salaries and general expenses), and electronic payments for September, 2016 in the total amount of \$24,729.26. 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 \$14,345.16, which included interest earned by the District through August, 2016, and \$618.84 in allocations by the District for the months of May, 2016 through September, 2016. ***Lige Christian made a motion to allow Chair Roger Short to transfer \$618.84 from the District's checking account to the District's money market account as allocated for the Truck Reserve Fund during the months of May, 2016 through September, 2016. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.***

Ms. Kier requested that the Board consider issuing mid-month checks on CREP Cost Share Project #2015-11000 and Project #2015-11001 in the amounts of \$3,483.65 and \$457.90 respectively, in the event the District receives these funds before the Board's next regular meeting in November. After review and discussion, ***Lige Christian made a motion to***

allow any two of the Board Supervisors to sign mid-month checks on CREP Cost Share Project #2015-11000 and Project #2015-11001 in the amounts of \$3,483.65 and \$457.90 respectively, in the event the District receives these funds before the Board's next regular meeting in November. 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 distributed to, and reviewed with, the Board the Manager's Report outlining activities for the month of September, 2016. WACD Executive Director Rob Schroeter has expressed an interest in attending one of the Board's meetings. The Board requested that Ms. Zarzeczny extend an invitation to Mr. Schroeter on their behalf. Ms. Zarzeczny met with Port Townsend City Attorney Steve Gross to discuss the District's invitation to the City to join the Conservation District. Mr. Gross has suggested that the City and the District explore the possibility of entering into a Memorandum of Understanding (MOU) for services. Discussion followed, during which *Lige Christian made a motion to establish a liaison with the Port of Port Townsend to discuss how the District may be able to work with them to provide services. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.* The Board requested that Ms. Zarzeczny continue her discussions with the City of Port Townsend.

Ms. Zarzeczny reported, in part, on the WSCC's operational and capital budget request that went to the State for FY17-19, water quality monitoring in the Ludlow watershed, a NW Area WACD meeting draft resolution from Thurston Conservation District about dropping population criteria under RCW 89.08.405(3)(a), upcoming District events, and Marine Shorelines Technical Assistance training attended by District staff. Ms. Zarzeczny was pleased to announce that Technical Assistant Craig Schrader had completed and submitted his NRCS Conservation Planner project work, and was awaiting word from NRCS with regards to his NRCS certification.

Conservation Planner/Resource Specialist Jerry Clarke gave a status report on the District's non-shellfish, shellfish, and CREP projects. Ms. Zarzeczny commended Mr. Clarke and Mr. Schrader for their efforts on these numerous field projects.

OLD BUSINESS

- A. System of Rates and Charges:** No new report.
- B. Policy Update:** The Board reviewed the second draft of the District's "Receiving and Responding to Complaints" policy and procedure dated October 5, 2016. After review and discussion, *Julie Boggs made a motion to adopt the "Receiving and Responding to Complaints" policy and procedure dated October 5, 2016. The motion was seconded by Lige Christian. There being no discussion, the motion was approved by a unanimous vote.* The Board then reviewed the October 2, 2016 draft of the District's "Permission to Enter Private Property and Waiver of Liability" form. After review and discussion, *Lige Christian made a motion to approve, and immediately implement the use of, the District's "Permission to Enter Private Property and Waiver of Liability" form, draft dated October 2, 2016. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.* The Board then reviewed the District's "Establishing Jefferson County Conservation District Policies and Procedures" draft policy dated August 3, 2016. Discussion followed, during which the Board requested that staff revise the fourth paragraph to authorize the District Manager to make incident-related decisions in situations that are not covered by current policy.
- C. State Auditor's Office:** With the assistance of staff, the Board discussed the schedule and anticipated costs of the District's upcoming Audit. After discussion, *Lige Christian made a motion to amend the District's WSCC FY17 Implementation grant to allow for the payment of audit-related costs for the audit period of 2015. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.*

NEW BUSINESS

- A. Resolution #2016-013 – Declaration of Surplus Equipment:** The Board reviewed Resolution #2016-013, identifying those items of District inventory recommended for surplus. After review, *Julie Boggs made a motion to adopt Resolution #2016-013, declaring certain items of District inventory for surplus. The motion was seconded by Lige Christian. There being no discussion, the motion was approved by a unanimous vote.*
- B. Governor's Executive Order 05-05 Complied Statement – Project #2016.150:** Mr. Clarke explained the Governor's Executive Order 05-05 Complied Statement, declaring that the Cultural Resource Review is complete for the District's Project #2016.150. After discussion, *Julie Boggs made a motion to approve, and grant Vice-Chair*

McFadden the authority to sign on behalf of the Board, the Governor's Executive Order 05-05 Complied Statement for the District's Project #2016.150. The motion was seconded by Lige Christian. There being no discussion, the motion was approved by a unanimous vote.

- C. **Contract for Cost Share Funds – Project #2016.150:** Mr. Clarke reported on the District's completion of non-shellfish, stream habitat enhancement/water quality Project #2016.150 on Donovan Creek. The Board reviewed the project measures, along with before and after pictures. After discussion, **Julie Boggs made a motion to approve the completion of District Project #2016.150; AND FURTHER, to grant Vice-Chair McFadden the authority to sign the Contract for Cost Share Funds for Project #2016.150 on behalf of the Board. The motion was seconded by Lige Christian. There being no discussion, the motion was approved by a unanimous vote.**
- D. **CREP State Reimbursement and Maintenance Contract – Project #2016-11006:** With the assistance of Mr. Clarke, the Board reviewed the CREP State Reimbursement and Maintenance Contract for Project #2016-11006. **Lige Christian made a motion to approve, and grant Vice-Chair McFadden the authority to sign on behalf of the Board, the CREP State Reimbursement and Maintenance Contract for Project #2016-11006. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.**
- E. **Contract for Cost Share Funds – Project #2015.230:** Mr. Clarke then informed the Board of the District's completion of shellfish, roof water runoff diversion Project #2015.230. The Board reviewed project measures implemented, along with before and after pictures. After discussion, **Lige Christian made a motion to approve the completion of District Project #2015.230; AND FURTHER, to grant Vice-Chair McFadden the authority to sign the Contract for Cost Share Funds for Project #2015.230 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. **2017 Elections:** With the assistance of Ms. Kier, the Board reviewed the upcoming 2017 election and appointment process. One elected Supervisor seat and one appointed Supervisor seat is open in 2017. After discussion, **Julie Boggs made a motion to appoint the District's Office Manager, Tracy Kier, to act as the District's 2017 Election Supervisor; AND FURTHER, to direct Ms. Kier to prepare a draft Resolution setting the date, time, and location of the 2017 election for the Board's consideration at their November 2, 2016 regular meeting. The motion was seconded by Lige Christian. There being no discussion, the motion was approved by a unanimous vote.** Ms. Kier will post and publish notification of the District's intent to adopt an election resolution as required.
- G. **JCCD Annual Meeting with Grange Hall Rental Agreement:** The Board reviewed the Grange Hall Rental Agreement for November 2, 2016, and with the assistance of staff, explored format and content ideas for the District's annual meeting. After discussion, **Julie Boggs made a motion to approve, and grant Vice-Chair McFadden the authority to sign on behalf of the Board, the Grange Hall Rental Agreement for November 2, 2016. The motion was seconded by Lige Christian. There being no discussion, the motion was approved by a unanimous vote.**
- H. **Annual Native Plant Workshop with Grange Hall Rental Agreement:** In preparation of the District's annual native plant workshop, the Board reviewed the Grange Hall Rental Agreement for December 9, 2016. **Julie Boggs made a motion to approve, and grant Vice-Chair McFadden the authority to sign on behalf of the Board, the Grange Hall Rental Agreement for December 9, 2016. The motion was seconded by Lige Christian. There being no discussion, the motion was approved by a unanimous vote.**
- I. **2017 Native Plant Sale with JC Fairgrounds Facility Rental Contract:** The District's annual native plant sale is scheduled for February 25, 2017. As such, the Board reviewed the JC Fairgrounds Facility Rental Contract for February 21 – 27, 2017. **Lige Christian made a motion to approve, and grant Vice-Chair McFadden the authority to sign on behalf of the Board, the JC Fairgrounds Facility Rental Contract for February 21 – 27, 2017. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.**
- J. **FY17 PSCD Caucus – Russell Family Foundation Funding Award:** Ms. Zarzeczny announced that the District was awarded a second grant from the Russell Family Foundation for the fiscal year of 2017, for regular participation in the PSCD Caucus meetings, collaboration on shared projects and grant proposals, and communication and reporting activities.
- K. **Weed Management on Agricultural Lands in West Jefferson County:** Ms. Zarzeczny recently received communications from Jill Silver of the 10,000 Years Institute, requesting the District's consideration to support noxious weed control on private agricultural lands in west Jefferson County. Discussion followed. The Board requested additional information before taking any action in this regard.
- L. **Mason Conservation District Memorandum:** The Board reviewed a Memorandum received from Mason Conservation District Board Chair David Mackey, dated September 2, 2016, in which he explains his Board's desire to join the Northwest Washington Area Association of Conservation Districts membership. After discussion, **Lige**

Christian made a motion to support Mason Conservation District's request to amend the By-Laws of the Northwest Washington Area Association of Conservation Districts (NWWAA) to add Mason Conservation District in the NWWAA membership. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote. Julie Boggs will represent the Board's support of this action at the NW Area WACD meeting on October, 11, 2016.

- M. WACD Annual Meeting:** Ms. Zarzeczny informed the Board that the 2016 Annual Meeting of the WACD is being held from November 28 – 30, 2016 at the Semiahmoo Resort in Blaine, Washington. Vice-Chair McFadden will let Ms. Zarzeczny know if he is able to attend on behalf of the Board.

COMMITTEE REPORTS

- A. Conservation Commission and Non-Commission Grants:** No new report.
- B. NRCS/Local Working Group:** Sarah Tanuvasa, District Conservationist for NRCS, distributed to the Board a listing of the Northwest District's fund pools detailed by county, and reviewed those contracts, projects, and obligation amounts planned for Jefferson County. Ms. Tanuvasa will notify the Board of upcoming deadlines. The Board thanked Ms. Tanuvasa for her attendance and information shared, and invited her to the District's annual meeting on Wednesday, November 2, 2016, at the Chimacum Grange.
- C. Legislative Update:** No new report. The Board agreed to move this item to the Consent Agenda until further notice.

CORRESPONDENCE

The Board reviewed correspondence received from Larry Davis, President of the Washington Conservation Society dated July 19, 2016, and tabled by the Board in the August 3, 2016 regular meeting. Discussion followed. No action was taken by the Board at this time.

REVIEW OF OFFICIAL ACTIONS

- ✓ The Consent Agenda was approved by consensus of the Board.
- ✓ The Minutes of the August 3, 2016 regular meeting were approved by the Board as presented in the Consent Agenda, and signed by Vice-Chair McFadden.
- ✓ The Board passed a motion approving the Treasurer's Report, Disbursement #s 3176 through #3203 (including salaries and general expenses), and electronic payments for August, 2016 in the total amount of \$24,021.20; AND FURTHER, ratifying the actions of Glen Huntingford and Lige Christian on September 7, 2016, who processed the August, 2016 disbursements to maintain the appropriate flow of District operations during a lack of quorum of the Board.
- ✓ The Treasurer's Report, Disbursement #s 3204 through #3227 (including salaries and general expenses), and electronic payments for September, 2016 in the total amount of \$24,729.26 were approved by the Board.
- ✓ The Board passed a motion allowing Chair Roger Short to transfer \$618.84 from the District's checking account to the District's money market account as allocated for the Truck Reserve Fund during the months of May, 2016 through September, 2016.
- ✓ The Board passed a motion allowing any two of the Board Supervisors to sign mid-month checks on CREP Cost Share Project #2015-11000 and Project #2015-11001 in the amounts of \$3,483.65 and \$457.90 respectively, in the event the District receives these funds before the Board's next regular meeting in November.
- ✓ The Board passed a motion to establish a liaison with the Port of Port Townsend to discuss how the District may be able to work with them to provide services.
- ✓ The Board passed a motion adopting the District's "Receiving and Responding to Complaints" policy and procedure dated October 5, 2016.
- ✓ The Board passed a motion approving, and immediately implementing the use of, the District's "Permission to Enter Private Property and Waiver of Liability" form, dated October 2, 2016.
- ✓ The Board passed a motion amending the District's WSCC FY17 Implementation grant to allow for the payment of audit-related costs for audit period 2015.
- ✓ The Board passed a motion adopting Resolution #2016-013, declaring certain items of District inventory for surplus.
- ✓ The Board passed a motion approving, and granting Vice-Chair Mike McFadden the authority to sign on

behalf of the Board, the Governor's Executive Order 05-05 Complied Statement for the District's Project #2016.150.

- ✓ The Board passed a motion approving the completion of District Project #2016.150; AND FURTHER, granting Vice-Chair McFadden the authority to sign the Contract for Cost Share Funds for Project #2016.150 on behalf of the Board.
- ✓ The Board passed a motion approving, and granting Vice-Chair McFadden the authority to sign on behalf of the Board, the CREP State Reimbursement and Maintenance Contract for Project #2016-11006.
- ✓ The Board passed a motion approving the completion of District Project #2015.230; AND FURTHER, granting Vice-Chair McFadden the authority to sign the Contract for Cost Share Funds for Project #2015.230 on behalf of the Board.
- ✓ The Board passed a motion appointing the District's Office Manager, Tracy Kier, to act as the District's 2017 Election Supervisor; AND FURTHER, directing Ms. Kier to prepare a draft Resolution setting the date, time, and location of the 2017 election for the Board's consideration at their November 2, 2016 regular meeting.
- ✓ The Board passed a motion approving, and granting Vice-Chair McFadden the authority to sign on behalf of the Board, the Grange Hall Rental Agreement for November 2, 2016.
- ✓ The Board passed a motion approving, and granting Vice-Chair McFadden the authority to sign on behalf of the Board, the Grange Hall Rental Agreement for December 9, 2016.
- ✓ The Board passed a motion approving, and granting Vice-Chair McFadden the authority to sign on behalf of the Board, the JC Fairgrounds Facility Rental Contract for February 21 – 27, 2017.
- ✓ The Board passed a motion supporting Mason Conservation District's request to amend the By-Laws of the Northwest Washington Area Association of Conservation Districts (NWWAA) to add Mason Conservation District in the NWWAA membership.

Time, Date, and Place of Next Meeting: The next regular meeting of the Board is scheduled for Wednesday, November 2, 2016 at 3:30 p.m. at the Chimacum Grange #681 located at 9572 Rhydy Drive in Chimacum, Washington. The District's annual open house will be held at the Grange immediately following the Board's meeting from 5:30 p.m. to 7:00 p.m.

Meeting Adjourned: There being no further business to discuss or transact, the meeting was adjourned at 5:45 p.m.

Minutes approved this 2nd day of November, 2016.


Tracy Kier, Recording Secretary


Roger Short, Chair

Acronym List

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| 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 |
| HCDOF = 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 |

Minutes
October 5, 2016 Regular Meeting
Jefferson County Conservation District

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| 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 | |