



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

### MINUTES OF THE SEPTEMBER 3, 2014 REGULAR MEETING

There being no quorum of the Board, at 3:39 p.m. Chair Roger Short and Supervisor Julie Boggs agreed to conduct an informational session with staff and representatives present. Chair Short stated that no business would be transacted nor any actions taken without a quorum of the Board.

The informational session began at 3:40 p.m., during which time District Manager, Dana Ecelberger, reported on staff efforts and project progress throughout the past month, including updates on the Chimacum comprehensive report, Critical Areas Ordinance process, water quality monitoring, Serendipity Farm Project (a/k/a Cemetery Drain Project), Chimacum Creek BMP Project, beaver/flood control issues, identification of new CREP sites and maintenance of existing CREP sites, collaboration on nutrient management projects, and staff's attendance at the PSCD Caucus meeting. Ms. Ecelberger also reported on the progress of the conservation planning certification project and the completion of two (2) pasture management plans. The District's Annual Report of Accomplishments was submitted to the WSCC. The District also published and posted notification of aerial spraying applied during the month. The informational session recessed at 5:03 p.m., when a quorum of the Board was met.

**Call to Order:** By Chair Roger Short at 5:03 p.m., 205 W. Patison Street, Port Hadlock, Washington  
**Supervisors Present:** Roger Short (at 3:30 p.m.), Julie Boggs (at 3:30 p.m.), and Glen Huntingford (via telephone conference at 5:03 p.m., until 5:09 p.m.)  
**Supervisors Excused:** Lige Christian and Mike McFadden  
**Associate Supervisors Present:** None  
**Staff Present:** Dana Ecelberger, Jerry Clarke, and Tracy Kier  
**Also Present:** Shana Joy, WSCC and Stu Trefry, WSCC

At the request of Conservation Planner/Resource Specialist, Jerry Clarke, the Board agreed to add the Serendipity Farm Project Bid Process as Item D under New Business.

**Consent Agenda:** Chair Short asked if anyone wished to remove any items from the Consent Agenda. Hearing no request for the removal of any Consent Agenda items, the Consent Agenda was approved by consensus of the Board. Chair Short signed the August 6, 2014 Minutes and the RCO/Hoh River Feasibility Study Subcontract extension with Wild Fish Conservancy as presented and approved.

**Treasurer's Report, Disbursements, and Electronic Payments for August, 2014:** The Treasurer's Report, Disbursement #s 2536 through #2558, electronic payments, and supportive documentation for August, 2014 were reviewed. Net salaries for August, 2014 totaled \$7,790.50; general expenses totaled \$19,123.51. Total expenditures for the month of August, 2014 amounted to \$26,914.01. *Julie Boggs made a motion to approve the Treasurer's Report, Disbursement #s 2536 through #2558 (including salaries and general expenses), and electronic payments for August, 2014 in the total amount of \$26,914.01. The motion was seconded by Glen Huntingford. There being no discussion, the motion was approved by a unanimous vote.*

**Manager's Report:** Provided during the informational session.

#### OLD BUSINESS

**A. 2011-2012 Audit Follow-Up** – Tabled until the October 1, 2014 regular meeting of the Board.

**NEW BUSINESS**

- A. **WACD Resolution – CREP Beaver Control** – The Board agreed to remove this item from the Agenda.
- B. **4<sup>th</sup> Quarter Budget Projections** – Tabled until the October 1, 2014 regular meeting of the Board.
- C. **2015 Elections and Appointments** – Tabled until the October 1, 2014 regular meeting of the Board.
- D. **Serendipity Farm Project Bid Process** – Jerry Clarke reported on the progress of the Serendipity Farm Project. The Bid Prospectus was released and a site review conducted. The bidding process is open until 5:00 p.m., Friday, September 5, 2014. *Roger Short made a motion to authorize two (2) Supervisors, on behalf of the Board, to meet with Jerry Clarke at the District Office on Monday, October 8, 2014, at 9:00 a.m. for the purpose of reviewing the bids submitted, and awarding the bid, for the Serendipity Farm Project; AND FURTHER, to authorize the Board Chair to execute, on behalf of the Board, the Contract according to the bid awarded for the Serendipity Farm Project. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.*

**CORRESPONDENCE**

There was no correspondence for the Board's review.

**REVIEW OF OFFICIAL ACTIONS**

- ✓ The Minutes of the August 6, 2014 regular meeting were approved as presented under the Consent Agenda, and signed by the Board Chair.
- ✓ The RCO/Hoh River Feasibility Study Subcontract extension with Wild Fish Conservancy was approved as presented under the Consent Agenda, and signed by the Board Chair.
- ✓ The Treasurer's Report, Disbursement #s 2536 through # 2558 (including salaries and general expenses), and electronic payments for August, 2014 in the total amount of \$26,914.01 were reviewed and approved.
- ✓ The Board passed a motion authorizing two (2) Supervisors, on behalf of the Board, to meet with Jerry Clarke at the District Office on Monday, October 8, 2014, at 9:00 a.m. for the purpose of reviewing the bids submitted, and awarding the bid, for the Serendipity Farm Project; AND FURTHER, authorizing the Board Chair to execute, on behalf of the Board, the Contract according to the bid awarded for the Serendipity Farm Project.

**Time, Date, and Place of Next Meeting** – The Board will hold their next regular meeting at 3:30 p.m. on Wednesday, October 1, 2014, at the District Office.

**Meeting Adjourned:** There being no further business to transact, the meeting was adjourned at 5:09 p.m.

The informational session reconvened at 5:10 p.m. No business was transacted nor any action taken. The following was discussed during the second part of the informational session:

**COMMITTEE REPORTS**

- A. **Conservation Commission and Non-Commission Grants** – Shana Joy, WSCC, thanked District Manager, Dana Ecelberger, for her timely submittal of the District's Annual Report of Accomplishments to the WSCC. She then reviewed upcoming meetings and recent Quick Notes. Ms. Joy encouraged staff to continue entering and ranking the District's projects in the CPDS system.
- B. **NRCS/Local Working Group** – No new report.
- C. **Clean Water District** – No new report.

The informational session concluded at 6:00 p.m.

Minutes approved this 5<sup>th</sup> day of November, 2014.

  
Tracy Kier, Recording Secretary

  
Roger Short, Chair

**Acronym List**

AFO/CAFO = Animal Feeding Operation/Concentrated Animal Feeding Operation	SAO – State Auditor's Office
---	------------------------------

**Minutes**  
**September 3, 2014 Regular Meeting**  
**Jefferson County Conservation District**

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
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