



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

**MINUTES OF THE JANUARY 4, 2017 REGULAR MEETING**

**Call to Order:** By Chair Roger Short at 3:45 p.m., 205 W Patison Street, Port Hadlock, Washington

**Supervisors Present:** Julie Boggs, Lige Christian, and Roger Short

**Supervisors Excused:** Glen Huntingford and Mike McFadden

**Associate Supervisors Present:** None

**Staff Present:** Jill Zarzeczny, Jerry Clarke, 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. Hearing no requests, the Consent Agenda was approved by consensus of the Board. Chair Short signed the December 7, 2016 Minutes as presented and approved under the Consent Agenda.

**Treasurer's Report, Disbursements, and Electronic Payments for December, 2016:** The Treasurer's Report, Disbursement #s 3284 through #3305, electronic payments, and supportive documentation for December, 2016 were reviewed. Net salaries for December, 2016 totaled \$8,455.97; general expenses totaled \$32,657.61. Total expenditures for the month of December, 2016 amounted to \$41,113.58. After review, ***Roger Short made a motion to approve the Treasurer's Report, Disbursement #s 3284 through #3305 (including salaries and general expenses), and electronic payments for December, 2016 in the total amount of \$41,113.58. 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 \$14,715.39, which included \$51.84 allocated by the District in December, 2016.

**Manager's Report:** Ms. Zarzeczny distributed to, and reviewed with, the Board the manager's report highlighting District activities for December, 2016. Staff attended several meetings during the month including, but not limited to, the Grazier's Study Group and the Noxious Weed Symposium, a PIC workshop, and a biochar meeting attended today. The District held its annual native plant workshop on December 9, 2016, with over 40 individuals in attendance. The District was fortunate to host several educational booths at the workshop, including booths by the WSU Master Gardeners, Washington Native Plant Society, Jefferson Land Trust, Kul Kah Han Native Garden, Jefferson County Noxious Weed Program, and the North Olympic Salmon Coalition. The District is now accepting pre-orders for its annual native plant sale.

Conservation Planner/Resource Specialist Jerry Clarke reported on the status of the District's CREP, shellfish, and FFFPP projects. Ms. Zarzeczny followed with a report on technical assistance and water quality monitoring conducted over the past month. Staff is in the process of organizing future workshops for the community, including a presentation to the Master Gardener Foundation on January 12, 2017, and a workshop on strategies to address beaver issues in February, 2017. WACD Legislative Days is scheduled for February 13 – 14, 2017.

**OLD BUSINESS**

**A. System of Rates and Charges:** No new report.

**B. Policy Update:** Ms. Zarzeczny, with the assistance of Ms. Kier, continue to research and draft recommendations for JCCD policy and procedure updates. The WSCC and PSCD Caucus are looking for ways to efficiently share policy

- and procedure information between conservation districts.
- C. **State Auditor's Office:** Based on projected audit costs, staff recommended the Board budget \$3,300.00 each year to cover the costs associated with audits conducted by the State Auditor's Office. After discussion, *Lige Christian made a motion to include, on an annual basis, \$3,300.00 in the District's budget to cover the costs associated with audits conducted by the State Auditor's Office. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.*
  - D. **2017 Election:** Election Supervisor Ms. Kier reminded those in attendance that the Candidate Filing Deadline for the 2017 election is February 1, 2017 at 4:00 p.m., and the deadline to request absentee ballots from the District is February 8, 2017 at 4:00 p.m. All Appointment Applications must be received by the WSCC on or before March 31, 2017.
  - E. **Technical Assistant/Farm Conservation Planner Job Description:** *Lige Christian made a motion to approve the Farm Conservation Planner job description dated November 28, 2016. The motion was seconded by Julie Boggs. After discussion, the motion was approved by a unanimous vote.* Considering the Farm Conservation Planner certification recently received by JCCD Technical Assistant Craig Schrader, and his new duties associated therewith, *Lige Christian made a motion to reclassify JCCD employee Craig Schrader's job description from Technical Assistant to Farm Conservation Planner with a beginning salary of \$17.00 per hour, effective January 1, 2017. The motion was seconded by Julie Boggs. After discussion, the motion was approved by a unanimous vote.*
  - F. **JCCD 2017 Regular Meeting Schedule:** *Lige Christian made a motion to continue, until further notice is given, the current schedule of regular monthly Board meetings on the first Wednesday of each month at 3:30 p.m. at the District Office located at 205 W Patison Street in Port Hadlock, Washington. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.*

#### NEW BUSINESS

- A. **Health Care Authority – PEBB Employer Group Interlocal Agreement:** The Board reviewed the Health Care Authority PEBB Employer Group Interlocal Agreement. Discussion about 2017 rate changes, rate and benefit comparisons, contract flexibility, and potential lapse in coverage followed. The Board agreed to review these issues in further detail, along with projected budget impacts, at their next regular meeting. In the meantime, *Lige Christian made a motion to authorize Chair Short to sign, on behalf of the Board, the Health Care Authority PEBB Employer Group Interlocal Agreement before the Board's next regular meeting if Health Care Authority requires that the Agreement be signed in order to maintain employee coverage without interruption or lapse. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.* Staff will contact Health Care Authority to inquire about contract requirements and potential coverage interruptions or lapses, and will contact Chair Short if his signature is needed on the Interlocal Agreement before the Board's next meeting in order to continue employee coverage.
- B. **Water Quality Resource Concerns:** Ms. Zarzeczny distributed information with regards to improving water quality and voluntary conservation programs inspired by recent regional Pollution Identification Correction (PIC) meetings. The Board and staff discussed strategies to improve the communication of this information to landowners and how the District may be of assistance.
- C. **Strait Priority Basins Project:** Staff is continuing to work with Jefferson County Environmental Health on a draft Professional Services Agreement for the District to perform water quality monitoring activities, public outreach, and education in the Saimon Creek and Snow Creek watersheds, and the Discovery Bay shoreline.
- D. **Annual Plan Mid-Term Review:** Ms. Zarzeczny distributed to, and reviewed with, the Board a mid-term report of District activities and accomplishments as they relate to the District's FY2017 Annual Work Plan and WSCC Livestock grant deliverables. The District has made good progress and is on track with its priorities, goals, and objectives for FY2017.
- E. **Budget Review:** Ms. Zarzeczny presented to the Board a mid-term report of the District's FY2017 budget projections compared to actual revenue received and expenditures incurred over the past six months. Staff will continue to analyze this information and will prepare any mid-term budget amendment recommendations for the Board's consideration at their next regular meeting. Lige Christian complimented the staff for their efforts and the usefulness of the information provided.
- F. **Salary Policy and Procedure Review:** Ms. Zarzeczny distributed samples of conservation district policies and procedures relating to salaries and salary reviews. Staff is in the process of collecting conservation district

salary/benefit comparables for the Board's review as well. Lige Christian requested that staff also do a salary-to-benefit ratio comparison.

- G. 2017 State Mileage Reimbursement Rate Change:** Ms. Kier advised the Board that, effective January 1, 2017, the mileage reimbursement rate for privately owned vehicles will decrease from \$0.54 to \$0.535, as reflected by the rate set by the United States Treasury Department which, pursuant to RCW 43.03.060, is the maximum rate the state can pay.

#### **COMMITTEE REPORTS**

- A. Conservation Commission and Non-Commission Grants:** Shana Joy of WSCC reminded those in attendance of the June 30, 2017 project completion deadline, and the importance of updating CPDS on a regular basis. She then provided an update on the biennium budget process, and encouraged the Board to communicate with their legislators. The WSCC is in the process of revising its Good Governance program, which will be discussed in further detail at the Commission's next meeting. Discussion followed regarding compliance, performance, and accreditation considerations.
- B. NRCS/Local Working Group:** Jim Poffel of NRCS reported on the completion of several projects including those on the west side of the County, and those relating to EQIP, forestry, and energy management. He followed with an explanation of the energy audit process, and encouraged the District to notify him of anyone interested in potential forestry contracts.

#### **CORRESPONDENCE**

The Board reviewed correspondence received by the District earlier that day from JCCD Supervisor Mike McFadden, advising the Board of his resignation as a Supervisor for JCCD. After review, *Lige Christian made a motion to accept, with sorrow, the resignation of Supervisor Mike McFadden effective January 4, 2017. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.* With the assistance of Ms. Joy, the Board discussed the next steps in processing Mr. McFadden's resignation, and the process for filling his vacant seat for the remainder of his term. To avoid any confusion during the on-going 2017 election process, the Board agreed to leave the Supervisor seat vacant until after the March 1, 2017 election has been completed. At that time, the Board will consider their options for filling the vacant seat. Lige Christian will assume responsibility for conducting the monthly bank reconciliation reviews on behalf of the Board.

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

- ✓ **The Consent Agenda was approved by consensus of the Board.**
- ✓ **The Minutes of the December 7, 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 3284 through #3305 (including salaries and general expenses), and electronic payments for December, 2016 in the total amount of \$41,113.58.**
- ✓ **The Board passed a motion to include, on an annual basis, \$3,300.00 in the District's budget to cover the costs associated with audits conducted by the State Auditor's Office.**
- ✓ **The Board passed a motion approving the Farm Conservation Planner job description dated November 28, 2016.**
- ✓ **The Board passed a motion reclassifying JCCD employee Craig Schrader's job description from Technical Assistant to Farm Conservation Planner with a beginning salary of \$17.00 per hour, effective January 1, 2017.**
- ✓ **The Board passed a motion continuing, until further notice is given, the current schedule of regular monthly Board meetings on the first Wednesday of each month at 3:30 p.m. at the District Office located at 205 W Patison Street in Port Hadlock, Washington.**
- ✓ **The Board passed a motion authorizing Chair Short to sign, on behalf of the Board, the Health Care Authority PEBB Employer Group Interlocal Agreement before the Board's next regular meeting if Health Care Authority requires that the Agreement be signed in order to maintain employee coverage without interruption or lapse.**
- ✓ **The Board passed a motion accepting, with sorrow, the resignation of Supervisor Mike McFadden**

effective January 4, 2017.

**Time, Date, and Place of Next Meeting:** The next regular meeting of the Board is scheduled for Wednesday, February 1, 2017 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 6:30 p.m.

Minutes approved this 1<sup>st</sup> day of February, 2017.

  
 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	