



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

**MINUTES OF THE MARCH 1, 2017 REGULAR MEETING**

**Call to Order:** By Chair Roger Short at 3:59 p.m., 205 W Patison Street, Port Hadlock, Washington  
**Supervisors Present:** Julie Boggs, Lige Christian, Glen Huntingford (arriving at 4:30 p.m.), Al Latham, and Roger Short  
**Supervisors Excused:** None  
**Associate Supervisors Present:** None  
**Staff Present:** Jill Zarzeczny, Jerry Clarke, and Tracy Kier  
**Also Present:** Sarah Spaeth, WSCC

**Agenda Modification:** Staff requested that the Board consider modifying the Agenda to include Appointment of Vacant Elected Supervisor Seat and Jefferson County Agreement for Special Project Services. *Lige Christian made a motion to add the subject of "Appointment of Vacant Elected Supervisor Seat" before Item #2, and to add the subject of "Jefferson County Agreement for Special Project Services" after Item #6A. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.*

**Appointment of Vacant Elected Supervisor Seat:** *Lige Christian made a motion to confirm the appointment of Al Latham to fill the rest of the elected Supervisor term left vacant by the resignation of Mike McFadden, effective March 1, 2017. The motion was seconded by Roger Short. There being no discussion, the motion was approved by a unanimous vote.*

**Consent Agenda:** Chair Short asked if anyone wished to remove any items from the Consent Agenda. Staff requested that the Minutes of the February 1, 2017 regular meeting be removed from the Consent Agenda, and tabled until the next regular meeting of the Board. Hearing no other requests, the remainder of the Consent Agenda was approved by consensus of the Board.

**Treasurer's Report, Disbursements, and Electronic Payments for February, 2017:** The Treasurer's Report, Disbursement #s 3335 through #3365, electronic payments, and supportive documentation for February, 2017 were reviewed. Net salaries for February, 2017 totaled \$8,776.80; general expenses totaled \$27,878.21. Total expenditures for the month of February, 2017 amounted to \$36,645.01. After review, *Lige Christian made a motion to approve the Treasurer's Report, Disbursement #s 3335 through #3365 (including salaries and general expenses), and electronic payments for February, 2017 in the total amount of \$36,645.01. 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 \$14,871.15, which included interest earned in January, 2017, and \$68.48 allocated by the District in February, 2017. Ms. Kier then requested permission from the Board to allow two Board members to sign mid-month checks for any remaining plant sale refunds, estimated to be less than \$50.00. *Lige Christian made a motion to allow two Board members to sign mid-month checks for remaining plant sale refunds. 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 the Board a letter dated March 1, 2017, requesting that they accept the letter as formal notification of her intention to resign as JCCD District Manager, for personal reasons, effective July 31, 2017, or before if a new manager is prepared to take over at an earlier point in time. Ms. Zarzeczny

expressed her appreciation to the Board for the opportunity of working with the JCCD, and noted that it was with a heavy heart that she tender her resignation. With sadness, **Lige Christian made a motion to accept Ms. Zarzeczny's letter of resignation as JCCD District Manager effective July 31, 2017, or before if a new manager is prepared to take over at an earlier point in time. The motion was seconded by Julie Boggs.** Discussion followed, during which time members of the Board recognized Ms. Zarzeczny for her valuable contributions to the District. **There being no further discussion, the motion was approved by a unanimous vote.** The Board thanked Ms. Zarzeczny and wished her the best in her future endeavors.

Ms. Zarzeczny then distributed to, and reviewed with, the Board the manager's report for District activities in February. Along with regularly scheduled meetings, Ms. Zarzeczny noted meetings with Jefferson County staff regarding funding, water quality monitoring, and septic issues. Conservation Planner/Resource Specialist Jerry Clarke provided a report on the District's annual native plant sale. Staff is in the process of submitting for two more cost share projects. With the assistance of Ms. Zarzeczny and Mr. Clarke, the Board reviewed the status of the District's CREP, Shellfish, and Non-Shellfish projects.

The Living with Beaver workshop conducted on February 15, 2017 was a success, with over 40 individuals in attendance. Information from the workshop can be found on the District's website. The District will be conducting an off-channel livestock watering workshop on March 30, 2017, beginning at 5:30 p.m., at the Chimacum Grange #681 located at 9572 Rhody Drive, in Chimacum. This year's WADE conference is scheduled for June 12 – 14, 2017. Ms. Kier will apply for scholarships on the District's behalf.

#### OLD BUSINESS

- A. Policy Update:** The Board reviewed staff input on the recently adopted "Conducting Employee Salary Reviews" policy and procedure. After review, **Lige Christian made a motion requesting that staff prepare recommendations for the Board's consideration regarding step increases for each District position, and how those recommendations may relate to Cost of Living Allowance (COLA) increases. The motion was seconded by Al Latham.** Discussion followed, during which time the Board suggested that the District may want to consider additional policy on what to do when a staff member reaches the top of their salary range. **There being no further discussion, the motion was approved by a unanimous vote.**
- B. 2017 Election:** The Board noted the cancellation of the election due to the automatic re-election of the incumbent. The Board then discussed internal elections of Board positions. **Julie Boggs made a motion to appoint Glen Huntingford as the Board's Chair. The motion was seconded by Lige Christian. There being no discussion, the motion was approved by a unanimous vote. Lige Christian made a motion to appoint Al Latham as the Board's Vice-Chair. The motion was seconded by Glen Huntingford. There being no discussion, the motion was approved by a unanimous vote. Julie Boggs made a motion to appoint Lige Christian as the Board's Auditor. The motion was seconded by Al Latham. There being no discussion, the motion was approved by a unanimous vote.**

#### NEW BUSINESS

- A. 2017 Jefferson County Funding Agreement:** The Board reviewed the 2017 Jefferson County funding Agreement. After review, **Roger Short made a motion to approve the Agreement By and Between Jefferson County and Jefferson County Conservation District for Funding 2017; AND FURTHER, to grant Chair Huntingford the authority to sign the Agreement on the Board's behalf. The motion was seconded by Al Latham. There being no discussion, the motion was approved by a unanimous vote.**
- B. Jefferson County Agreement for Special Project Services:** The Board reviewed the Jefferson County Agreement for Special Project Services. After review, **Lige Christian made a motion to approve the Agreement for Special Project Services By and Between Jefferson County and Jefferson County Conservation District; AND FURTHER, to grant Chair Huntingford the authority to sign the Agreement on the Board's behalf. The motion was seconded by Julie Boggs. There being no discussion, the motion was approved by a unanimous vote.**

A discussion about additional funding source strategies followed. **Lige Christian made a motion to direct staff to contact John Ghilarducci of FCS Group to determine his availability and identify the steps and potential**

*schedule associated with developing a system of rates and charges. The motion was seconded by Julie Boggs.* Discussion followed, during which Al Latham suggested that staff also ask about potential expectations on staff during the development of a system of rates and charges. *There being no further discussion, the motion was approved by a unanimous vote.*

#### COMMITTEE REPORTS

- A. Conservation Commission and Non-Commission Grants:** Sarah Spaeth of WSCC reported on her attendance at the farmland roundtable discussions focusing, in part, on a draft proposal for conservation districts holding conservation easements. Discussion followed. She also noted that there may be funds available to the District through the State's soil programs. She will get clarification and report back to the Board.
- B. NRCS/Local Working Group:** No new report.

#### CORRESPONDENCE

Ms. Zarzeczny distributed to the Board a copy of correspondence from Robert Schroeter, Executive Director of WACD, to the Washington State Department of Ecology dated February 23, 2017 regarding comments on Ecology's draft process design and voluntary clean water guidance for agricultural activities. Ms. Zarzeczny also distributed to the Board a copy of WACD's Weekly Report dated February 23, 2017, prepared by Coyne, Jesernig, LLC.

Discussion about the hiring process of a new District Manager followed. The Board directed staff to prepare information relating to the hiring process for the Board's discussion at their next regular meeting.

*Lige Christian made a motion to prepare a letter of appreciation to former Supervisor, Mike McFadden, expressing the Board's appreciation for his service to the District. The motion was seconded by Roger Short. There being no discussion, the motion was approved by a unanimous vote.*

#### REVIEW OF OFFICIAL ACTIONS

- ✓ The Board passed a motion adding the subject of "Appointment of Vacant Elected Supervisor Seat" before Item #2 on the Agenda, and adding the subject of "Jefferson County Agreement for Special Project Services" after Item #6A of the Agenda.
- ✓ The Board passed a motion confirming the appointment of Al Latham to fill the rest of the elected Supervisor term left vacant by the resignation of Mike McFadden, effective March 1, 2017.
- ✓ The Consent Agenda was approved, with the removal of the February 1, 2017 draft Minutes, by consensus of the Board.
- ✓ The Board passed a motion approving the Treasurer's Report, Disbursement #s 3335 through #3365 (including salaries and general expenses), and electronic payments for February, 2017 in the total amount of \$36,645.01.
- ✓ The Board passed a motion allowing two Board members to sign mid-month checks for remaining plant sale refunds.
- ✓ The Board passed a motion accepting Ms. Zarzeczny's letter of resignation as JCCD District Manager effective July 31, 2017, or before if a new manager is prepared to take over at an earlier point in time.
- ✓ The Board passed a motion requesting that staff prepare recommendations for the Board's consideration regarding step increases for each District position, and how those recommendations may relate to Cost of Living Allowance (COLA) increases.
- ✓ The Board passed a motion appointing Glen Huntingford as the Board's Chair.
- ✓ The Board passed a motion appointing Al Latham as the Board's Vice-Chair.
- ✓ The Board passed a motion appointing Lige Christian as the Board's Auditor.
- ✓ The Board passed a motion approving the Agreement By and Between Jefferson County and Jefferson County Conservation District for Funding 2017; AND FURTHER, granting Chair Huntingford the authority to sign the Agreement on the Board's behalf.
- ✓ The Board passed a motion approving the Agreement for Special Project Services By and Between Jefferson County and Jefferson County Conservation District; AND FURTHER, granting Chair Huntingford the authority to sign the Agreement on the Board's behalf.
- ✓ The Board passed a motion directing staff to contact John Ghilarducci of FCS Group to determine his

availability and identify the steps and potential schedule associated with developing a system of rates and charges.

- ✓ The Board passed a motion to prepare a letter of appreciation to former Supervisor, Mike McFadden, expressing the Board's appreciation for his service to the District.

**Time, Date, and Place of Next Meeting:** The next regular meeting of the Board is scheduled for Wednesday, April 5, 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 6:25 p.m.

Minutes approved this 5<sup>th</sup> day of April, 2017.

  
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 Tracy Kier, Recording Secretary

  
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 Glen Huntingford, 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	