



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

**MINUTES OF THE MAY 31, 2017 SPECIAL MEETING**

**Call to Order:** By Chair Glen Huntingford at 4:03 p.m., 205 W Patison Street, Port Hadlock, Washington  
**Supervisors Present:** Julie Boggs, Lige Christian, Glen Huntingford, Al Latham, and Roger Short  
**Supervisors Excused:** N/A  
**Associate Supervisors Present:** None  
**Staff Present:** Jill Zarzeczny and Tracy Kier  
**Also Present:** None

**Purpose of the Special Meeting:** Chair Glen Huntingford announced that the purpose of the Special Meeting was to conduct the hiring process for the position of District Manager. He stated that no other business would be discussed or transacted in this meeting.

**Executive Session:** Chair Huntingford then announced that, per RCW 42.30.110(1)(g), the Board of Supervisors would be going into Executive Session for the purpose of evaluating the qualifications of an applicant(s) for public employment. He stated that the Executive Session would last thirty-five (35) minutes, unless extended by public announcement of the Board Chair. He also stated that no actions would be taken by the Board during the Executive Session, and that the Board may, or may not, elect to take action after the Executive Session. The Board went into Executive Session at 4:05 p.m. and reconvened the open public session at 4:40 p.m.

**Hiring Process for the Position of District Manager:** Once in open public session, *Al Latham made a motion to extend, in writing, an alternative offer of employment for the position of District Manager to Candidate #2, to include, based on his qualifications, an annual salary of \$52,000.00 based on an hourly rate of \$31.25 for a 32 hour work-week/1,664 hour work-year, plus benefits; AND FURTHER, that the District's alternative offer emphasize the District's reliance on grant funding to maintain District operations. The motion was seconded by Lige Christian. Discussion followed, after which the motion was approved by a majority vote (4 "FOR", 1 "AGAINST").*

**Review of Official Actions:**

- ✓ The Board passed a motion to extend, in writing, an alternative offer of employment for the position of District Manager to Candidate #2, to include, based on his qualifications, an annual salary of \$52,000.00 based on an hourly rate of \$31.25 for a 32 hour work-week/1,664 hour work-year, plus benefits; AND FURTHER, that the District's alternative offer emphasize the District's reliance on grant funding to maintain District operations.

**Time, Date, and Place of Next Meeting:** The next regular meeting of the Board will be held on Wednesday, June 7,

2017, at 3:30 p.m., at the District Office located at 205 W Patison Street in Port Hadlock, Washington.

**Adjournment:** There being no further discussion or action of the Board, the Special Meeting was adjourned at 4:48 p.m.

DATED this 7<sup>th</sup> day of June, 2017.

  
 Tracy L. Kier, Recording Secretary

  
 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
WSSC = 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
SWAPAH = Soil, Water, Air, Plants, Animals and Humans	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