



Clallam Conservation District

228 W. First Street, Suite H Port Angeles, WA 98362 www.clallamcd.org 360-775-3747 Fax: 360-775-3749

**Regular Monthly Board Meeting
228 W. First St., Ste. H, Port Angeles
December 9, 2014**

MINUTES

Supervisors Present: Robert Beebe, Don Hatler, Matt Heins, Ben Smith

Supervisors Absent: Joe Murray

Associate Supervisors Present:

Staff Present: Joe Holtrop, Executive Director; Meghan Adamire, Jennifer Bond, Conservation Planners; Beth Loveridge, Administrative Assistant

Others Present: Shana Joy, Puget Sound Regional Manager; Jim Poffel, NRCS

Presiding Officer: Don Hatler; Ben Smith (beginning 3:07 PM)

Secretary: Beth Loveridge

Meeting called to order at 3:04 PM

APPROVAL OF MINUTES

Matt Heins moved to approve the minutes of the November 18, 2014 board meeting as presented. Robert Beebe seconded. Motion approved unanimously.

REPORTS

Staff Reports

Meghan Adamire gave updates on the recent site visits. Jennifer Bond gave an update on the Sequim High School FFA project and draft farm plans.

More activities for the month can be found in the attached Conservation District Staff Report.

NRCS Report

Jim Poffel submitted a written NRCS report (attached).

Treasurer's Report

Matt Heins moved to approve the November 2014 Treasurer's report and approve for payment electronic funds transfers and checks described as FF 8662-8686 dated November 1-30 2014 in the amount of \$34,478.53. Don Hatler seconded. Motion approved unanimously.

Announcements/Public Comment

None.

OLD BUSINESS

WACD Meeting Report

Don Hatler reported that the Puget Sound Conservation Districts Caucus (PSCDS) went well. Joe Holtrop reported that WACD is being sued over a public records request and that the Districts that collect assessments are also facing potential lawsuits over the legality of Districts collecting a tax.

Conservation Commission Meeting and Tour in January

Joe Holtrop reported that the tour and interaction dinner will be January 14, 2015 and the meeting will be the 15th. The preliminary plan is to tour the former Elwha Dam site, Carrie Blake LID demo site, and 3 Crabs area.

Open Public Meetings Act Requirements

Joe reminded Supervisors that they need to complete training on the Open Public Meetings Act and the Public Records Act, which can be done by watching two online training videos. Shana Joy requested that the training be completed by December 31, 2014.

Pollution Identification & Correction Plan Update

Jennifer Bond distributed a PIC Summary (attached) that will be distributed at the public meeting on the draft PIC plan on December 11, 2014 from 6:00 – 7:30pm at the Dungeness Schoolhouse. The purpose of the meeting is to review the draft plan and seek public comments. The comment period ends December 22, 2014.

NEW BUSINESS

Draft 2015 Plan of Work and Budget

Joe Holtrop distributed the first draft of the annual work plan and preliminary budget and notified the Board that they will be asked to approve the final plan at January's meeting.

First Federal Proxy Vote

Beth Loveridge updated the Board on the opportunity to vote on First Federal's plans to convert from mutual to stock form of organization.

Don Hatler moved to abstain from voting on the First Federal Revocable Proxy. Matt Heins seconded. Motion approved unanimously.

Reserve Appropriation

Matt Heins moved to maintain a reserve of 6 months normal District operating expenses. Don Hatler seconded. Motion approved unanimously.

Cooperator & Cost-Share Agreements

Matt Heins moved to approve a Cooperator Agreement with Peter & Jane Vanderhoof. Don Hatler seconded. Motion approved unanimously.

Matt Heins moved to approve a Cooperator Agreement with Todd Gubler. Robert Beebe seconded. Motion approved unanimously.

Matt Heins suggested that there be a periodic check-in with district cooperators.

Meeting adjourned at 4:50-PM

Action Items:



Clallam Conservation District

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STAFF REPORT - NOVEMBER 2014

GRANT	ACTIVITY	EMPLOYEE
CONSERVATION COMMISSION	IMPLEMENTATION	
	General Administration	
	CPDS project input and ranking	Joe
	General Outreach & Education	
	Agricultural Outreach & Education	
	Newsletter prep	All
	Agricultural Technical Assistance	
	Site visits and tech. assistance FFA farm cost-share projects	Jen
	Soils and other TA to Sequim farmer	Joe
	Technical assistance to 1 livestock owner off Atterberry Rd.	Jen
	Site visit to Swanberg farm - annual cost-share inspection	Meg
	Planning for Gubler farm plan	Meg
	Planning for Vanderhoof farm plan	Meg
	Low Impact Development and Habitat Outreach & Education	
	Past Natural Landscaping course participant mapping	Casey
	Low Impact Development and Habitat Technical Assistance	
	Plant sale prep.	Meg
	Technical assistance to Freshwater Bay landowner - plantings for habitat	Meg
	Watershed/Salmon Recovery Planning	
	Puget Sound CD meetings in Edmonds	Joe
	DRMT meeting	Joe
	Permit Advisory Board meeting	Joe
	CREP	
	Site visit to Todd Gubler - potential CREP buffer along Indian Creek	Meg
	Site visit to landowners along Meadowbrook Creek	Meg
	Planning for Bergman CREP buffers	Meg
	IRRIGATION EFFICIENCIES	
	General Water Conservation Planning & Coordination	
	Dungeness Water Forum meeting	Joe
	NOSC Climate Change Workshop	Joe
	Project Planning and Implementation	
	Cline Irrigation District W. Anderson Road project contracting, landowner agreements	Joe, Casey
	Dungeness Irrigation District project planning and mapping	Joe, Casey
	SPTIA project planning	Joe
	SHELLFISH	
	B&T Cattle	
	Site visit to take progress pictures of manure storage project	Meg
	Septic Repairs	
	Project coordination for Nelson project	Jen
	LIVESTOCK WATER QUALITY	
	Sequim HS FFA Farm planning	Jen
	Farm planning & site visit: Melissa Spaulding (20 acre farm off Taylor Cutoff Rd farm)	Jen
	Farm planning - Scott & Melody Johnson (19 acre farm off Towne Rd.)	Jen

STAFF REPORT - NOVEMBER 2014

GRANT	ACTIVITY	EMPLOYEE
DOE	AQUIFER RECHARGE & STORAGE	
	Aquifer recharge project planning	Joe, Casey
	River Road reservoir project planning	Joe
	FLOODPLAINS BY DESIGN	
	Cline Irrigation District W. Anderson Road project contracting	Joe, Casey
	Dungeness Irrigation District project planning	Joe, Casey
	Sequim Prairie-Tri Irrigation Association project planning	Joe, Casey
DOH	POLLUTION IDENTIFICATION & CORRECTION PLANNING	
	PIC planning meeting 11-20-14	Jen, Joe
	Draft plan revisions	Jen, Joe
	BOH PIC meeting 11-18-14; PIC plan update	Jen
	PIC plan update at DRMT meeting 11-12-14	Jen
FFPP	PFAFF	
	MARCHANT	
County General Funds		
	Conservation Commission meeting planning	Joe

November 2014 Activity Summary

Port Angeles Field Office

Contacted in person or over the telephone 9 new or carry over EQIP applicants to obtain information regarding eligibility.

With John Kendig and Marty Chaney from the Area Office to complete a quality assurance review (QAR) on 3 contracts

Attended Annual Jefferson County Conservation District Meeting

Met with Josefina of Pacific Forest Management to go over contract specifications for PCT

Completed 8 "Root" Audits (Review of Open Obligation Tool) with producer interviews as needed

Completed 3 contract modifications.

Pollution Identification & Correction (PIC) Plan

Frequently Asked Questions

Water pollution is a community concern and the goal of the PIC plan is to clean-up pollution sources for the benefit of all residents.

What is the PIC Plan?

The PIC plan outlines how water pollution problems will be identified and corrected within the Sequim Bay-Dungeness Watershed Clean Water District. The plan includes roles and responsibilities for each partner organization and a summary of programs available to help correct pollution problems.

How was the PIC Plan developed?

Members of the Clean Water District Workgroup, which is a subgroup of the Dungeness River Management Team (DRMT) worked together over the past 18 months to develop the plan. Clallam Conservation District facilitated the planning effort on behalf of the Clallam County Department of Health and Human Services.

What are the benefits of having a PIC Plan?

- Better coordination among the agencies and organizations working to identify sources of water pollution within the Sequim Bay and Dungeness watersheds, including clearly defined water quality monitoring.
- Coordinated outreach and education efforts to inform the public about pollution problems, clean-up projects and sources of assistance.
- Coordinated technical and financial assistance to address water quality problems.
- PIC plans are required by the Environmental Protection Agency (EPA) to obtain water quality improvement funding.

What's included in the PIC Plan?

- Details about a water quality trends monitoring program that involves collection of monthly or quarterly water quality samples at the mouths of major tributaries within the Clean Water District.
- Details about pollution source identification in high priority PIC project areas.
- Summary of both technical and financial programs available to help residents correct water quality problems (e.g., technical assistance and cost-sharing to implement agricultural best management practices and repair failing onsite septic systems).
- Clearly defined enforcement protocols, including agency roles and responsibilities.
- Review of funding options for long-term implementation of the PIC plan.

I live in the Clean Water District. How will the PIC Plan affect me?

Each year a sub-watershed within the Clean Water District will be targeted for PIC plan implementation. Selected areas will have well-documented water quality problems. Residents within in a PIC project area will receive mailers and information before the clean-up project begins. Water quality sampling is the key to identifying sources of pollution, and you may be contacted to seek permission to take water samples on your property. If it is determined that a pollution source is originating from your property you will be offered help to correct the problem. Results and a follow-up summary of PIC projects will be available following the completion of a PIC project.

Sequim Bay-Dungeness Watershed Clean Water District

Pollution Identification & Correction Program Steps

Water Quality Trends Monitoring Program

Monthly or quarterly water quality sampling at the outlet of each stream and other significant drainage in the Clean Water District provides ongoing, long-term water quality trends data. Trends monitoring continues more or less unchanged year after year.

Pollution Source Identification & Correction

Step 1 Select PIC Project Area

- Summarize trends monitoring data and other relevant information and rank sub-basins.
- Document process and criteria used in selection of priority sub-basin for targeted pollution source identification and correction.
- Conduct public outreach, such as press releases and community meetings about PIC project area selection.

Step 2 Prepare for Project Area Pollution Source Identification

- Notify Project Area residents about planned pollution source identification activities.
- Review relevant water quality data, associated reports and studies.
- Conduct reconnaissance of the project area; identify possible sources of pollution based on land-use activities.

Step 3 Conduct Segmented Water Quality Sampling

- Through bracketed sampling, identify and confirm pollution hotspots (i.e., sites with fecal coliform concentration geometric means greater than 50FC/100 mL).

Step 4 Prioritize Parcels for Inspections

- Assess parcels located within 200-foot radius of hotspots.
- Note lack of OSS records, presence of livestock, and other potential pollution sources.

Step 5 Conduct Parcel Inspections

- Perform additional bracketed water quality sampling and land-use assessments, and use tools like dye testing, optical brightener testing, to identify and confirm pollution sources.

Step 6 Provide Assistance for Corrective Actions

- Offer technical and financial assistance, if available to property owners and residents to correct identified sources of pollution.

Step 7 Take Enforcement Action When Necessary

- Enforcement actions are taken as a last resort when property owners or farm operators are uncooperative in efforts to correct identified pollution sources.

Step 8 Conduct Follow-up Sampling to Evaluate Effectiveness

Step 9 Inform Public of Results



Clallam Conservation District

2015 (1/1/15 – 12/31/15) Annual Work Plan

For More Information Visit Our Web Site at www.clallamcd.org or

Contact: Joe Holtrop, District Manager at 360-775-3747

joe.holtrop@clallamcd.org

Mission of the Clallam Conservation District:

To conserve the natural resources of Clallam County by assisting land users and public organizations with the planning and implementation of conservation practices.

Long-Range Resource Conservation Objectives:

Water Resources

1. Increase Stream Flows
2. Improve and Protect Water Quality
3. Manage Stormwater

Habitat Restoration

1. Enhance and Restore Habitat associated with Farmland
2. Enhance and Restore Habitat associated with Forestland
3. Enhance and Restore Habitat associated with Developed Lands

Working Lands Support

1. Conserve Working Farmland
2. Conserve Forestland

Information – Education

1. Educate youth about natural resource conservation
2. Educate the general public about natural resource conservation

District Operations

1. Financial stability for ongoing district programs and overhead expenses
2. Staffing levels sufficient to implement programs
3. Maintain effective and efficient operations

Projected Revenue: \$

Projected Expenditures: \$

Board of Supervisors:

Joe Murray – Chair
Ben Smith – Vice-Chair
Don Hatler – Auditor
Matt Heins – Member
Robert Beebe – Member

Staff:

Joe Holtrop – Executive Director
Meghan Adamire – Conservation Planner
Jennifer Coyle-Bond – Conservation Planner
Beth Loveridge – Administrative Assistant



Water Resources

1. Increase Stream Flows
2. Improve and Protect Water Quality
3. Manage Stormwater

Funding Sources: Implementation grant (IM), Livestock Water Quality grant (LT), Shellfish grant (SH), Department of Ecology Water Supply grant (DOE), Department of Ecology Floodplains by Design grant (FbD), Engineering Cluster grant (PE), County PIC grant (PIC), Environmental Protection Agency livestock grant (EPA), Clallam County (CGF)

Stream Flow Improvement Activities for 2015	Target Date	Staff Lead(s)	Time (FTEs)	Est. Cost & \$ Source(s)
<p>Improve irrigation system efficiencies by assisting irrigation districts and companies with implementation of irrigation ditch piping projects.</p> <ul style="list-style-type: none"> ✓ Dungeness Irrigation District McComb Lateral ✓ Sequim Prairie-Tri Irrigation Assoc. Sequim Lateral ✓ Cline Irrigation District W. Anderson Lateral ✓ Agnew Irrigation District McDonald Creek Diversion <p>Improve on-farm irrigation water management and efficiency through education and assistance with implementation of individual irrigation efficiencies projects.</p> <ul style="list-style-type: none"> ✓ Include irrigation water management with farm conservation plans that involve irrigation <p>Reduce late summer irrigation water withdrawals from the Dungeness River by assisting with planning and implementation of water storage projects.</p> <ul style="list-style-type: none"> ✓ Partner with Washington Water Trust on River Road/DNR reservoir planning <p>Enhance late summer and early fall stream flows by implementing shallow aquifer recharge projects.</p> <ul style="list-style-type: none"> ✓ Implement Jakeway SAR project ✓ Complete designs for three additional SAR projects and implement at least one project 	Ongoing	Joe	0.30 + PE Services	<p>\$230,000 (TA) IEP, DOE, FbD, PE</p> <p>\$1,419,300 (FA) DOE, FbD</p>
<p>Promote efficient water resource management, including low water-use landscaping, irrigation water management, and small-scale storage with homeowners, businesses and small farmers.</p> <ul style="list-style-type: none"> ✓ Sustainable landscaping courses (2), workshops/presentations (4) ✓ Native Plant Sale 	Spring & Fall	Joe	0.06	\$6,000 IM
Water Quality Improvement Activities for 2015	Target Date	Staff Lead(s)	Time (FTEs)	Est. Cost & \$ Source(s)
<p>More strategically address nonpoint source pollution through pilot implementation of Pollution Identification & Correction Program Plan – in collaboration with partner agencies and organizations.</p>	Ongoing	Jennifer	0.10	\$6,500 PIC
<p>Protect ground and surface waters from contamination by assisting 20 farm operators with planning and implementation of agricultural conservation practices.</p> <ul style="list-style-type: none"> ✓ B&T Cattle waste storage and roof runoff <p>Promote good land and water stewardship on livestock operations by conducting 10 workshops, tours, presentations, event displays.</p>	summer	Meghan & Jennifer	0.75	<p>\$60,000 (TA) IM, LT, SH</p> <p>\$61,000 (FA) EPA, SH</p>
<p>Improve irrigation water quality by assisting Dungeness Agricultural Water Users Association with implementation of ditch piping projects.</p> <ul style="list-style-type: none"> ✓ Cline Irrigation District W. Anderson Lateral ✓ Dungeness Irrigation District McComb Lateral 	Oct-Mar	Joe		See <i>Improve irrigation system</i> above FbD
<p>Promote residential landscaping practices that protect water quality.</p> <ul style="list-style-type: none"> ✓ Sustainable landscaping courses (2), workshops/presentations (4) ✓ Native Plant Sale 		Joe		See <i>Promote efficient water resource</i> above IM



Support implementation of Clallam County's on-site septic system management plan. ✓ Provide cost sharing for repair of failing on-site septic systems ○ Mestre ○ Nelson ○ Bird		Joe		\$15,000 (TA) SH \$60,000 (FA) SH
Stormwater Management Activities for 2015				
Promote better stormwater management by assisting cities, County and WSU Extension with development, promotion and implementation of low impact development and stormwater management programs.		Joe		
Work with irrigation districts and companies to address stormwater runoff problems associated with irrigation water conveyance. ✓ Cline Irrigation District W. Anderson Lateral ✓ SPTIA and Highland Irrigation District River Road systems		Joe		\$5,000 (TA) IE, FbD \$210,000 (FA) FbD

Habitat Restoration

1. Enhance and Restore Habitat associated with Farmland
2. Enhance and Restore Habitat associated with Forestland
3. Enhance and Restore Habitat associated with Developed Lands

Funding Sources: Implementation grant (IM), CREP, Family Forest Fish Passage Program (FFFPP)

Farmland Habitat Activities for 2015	Target Date	Staff Lead(s)	Time (FTEs)	Est. Cost & \$ Source(s)
Restore ecological function to 0.5 miles of stream buffers by providing technical and financial assistance to riparian landowners ✓ CREP maintenance: McLean, Clary, Tatom, Eaton, Dean, McCarter, Fairbanks, NOLT Pysht, Linn, Byrnes ✓ CREP new: Hammond, Parris, Leffler, Bergman, Coughlin, NOLT Brooks, NOLT Pysht 2	Ongoing	Meghan	0.60	\$50,000 (TA) CREP \$15,000 (FA) CREP
Support efforts to restore functional Dungeness River floodplain. ✓ Participation on Salmon Recovery committees		Joe & Meghan	0.10	\$10,000 IM
Forestland Habitat Activities for 2015	Target Date	Staff Lead(s)	Time (FTEs)	Est. Cost & \$ Source(s)
Improve fish passage by assisting family forestland owners with implementation of culvert replacement projects. ✓ ?	July-Oct	Meghan	0.10	\$9,000 (TA) FFFPP \$ (FA) FFFPP
Promote good forest stewardship through outreach and collaboration with partner agencies and organizations.				
Developed Land Habitat Activities for 2015	Target Date	Staff Lead(s)	Time (FTEs)	Est. Cost & \$ Source(s)
Promote residential landscaping practices that enhance habitat. ✓ Sustainable landscaping courses (2), workshops/presentations (4) ✓ Native Plant Sale		Joe		See <i>Promote efficient water resource</i> above IM
Promote ecological restoration and sustainable landscaping by providing low-cost native plants.	1 st quarter	Meghan & Beth	0.08	\$12,000 Plant Sale
Support efforts to protect and restore shoreline and nearshore ecosystems. ✓ 3 Crabs area restoration planning ✓ Dungeness levee setback planning ✓ Puget Sound Partnership Strait Action Area	ongoing	Joe	0.10	\$10,000 IM

**Information – Education Objectives**

1. Educate youth about natural resource conservation
2. Educate the public about natural resource conservation

Funding Sources: All

Youth Education Activities for 2015	Target Date	Staff Lead(s)	Time (FTEs)	Est. Cost & \$ Source(s)
Support elementary school science education through water and watershed education with the use of Enviroscape dioramas.	School Year	Jennifer	0.01	\$1,000 IM
Public Information Activities for 2015	Target Date	Staff Lead(s)	Time	Est Cost & \$ Source(s)
Work with County Parks to develop Robin Hill Farm Park as a conservation education venue.				unfunded
Utilize website, newsletter, press releases and other organizations to distribute technical information and inform public about activities, services and educational opportunities.	Ongoing	Beth	0.01	\$1,000 All
Inform legislators, county commissioners, and other key decision-makers about District accomplishments and needs.	Ongoing	Joe	0.01	\$1,000 All

District Operations Objectives

1. Financial stability for district programs and overhead expenses
2. Sufficient staffing to implement programs
3. Maintain effective and efficient operations

Funding Sources: All

Financial Stability Activities for 2015	Target Date	Staff Lead(s)	Time (FTEs)	Est. Cost & \$ Source(s)
Seek approval of stable local funding				
Seek grant funding for specific projects ✓	Ongoing	Joe	0.02	\$2,000 All
Staffing Activities for 2015	Target Date	Staff Lead(s)	Time	Est. Cost & \$ Source(s)
Hire and retain qualified staff.	Ongoing	Joe	0.01	\$1,000 All
Develop and implement staff training and development plans.	Dec	all	0.01	\$1,000 All
Operations Activities for 2015	Target Date	Staff Lead(s)	Time (FTEs)	Est. Cost & \$ Source(s)
Develop Policies and Procedures Manual and adopt clear policies and procedures.	Ongoing	Beth	0.5	\$15,000 All
Adhere to proper accounting, grant management and reporting procedures.				
Adhere to timely and proper election and appointment procedures.	1 st quarter	Beth	0.01	\$500 CGF
Prepare effective annual plans and reports.	Semi-annual	Joe	0.04	\$3,000 IM



Projected Revenues and sources for 2015 include the following:

FUNDING SOURCE	AMOUNT
General Funds	\$13,450
Plant Sale	\$12,000
Interest	\$750
Newsletter Sponsors	\$700
Clallam County (CGF)	\$26,000
Washington State Conservation Commission	\$887,400
Implementation Grant (IM)	\$132,500
Shellfish Grant (SH)	\$200,000
Irrigation Efficiencies Grant (IE)	\$58,000
Livestock Water Quality Grant (LT)	\$6,400
Conservation Reserve Enhancement Program (CREP)	\$70,000
CCD Share of Engineering Cluster Grant (PE)	\$7,000
Washington Department of Ecology (DOE)	\$1,437,000
Floodplains by Design - Irrigation Conservation	\$1,220,000
Dungeness Water Supply Grant	\$372,000
Family Forest Fish Passage Program (FFFPP)	\$
Clallam County PIC Project	\$6,500
Jefferson County EPA Ag BMPs Grant	\$11,000
TOTAL PROJECTED REVENUE	

DRAFT