



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
May 13, 2014**

MINUTES

Supervisors Present: Don Hatler, Matt Heins, Joe Murray, Ben Smith

Supervisors Absent: Linda Barnfather

Associate Supervisors Present:

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

Others Present: Robert Beebe, Supervisor-elect; Jim Poffel, NRCS

Presiding Officer: Joe Murray

Secretary: Beth Loveridge

Meeting called to order at 3:00 PM

APPROVAL OF MINUTES

Matt Heins moved to approve the minutes of the April 8, 2014 board meeting as presented. Don Hatler seconded. Motion approved unanimously.

REPORTS

Staff Reports

Meghan Adamire reported CREP site visits, FFFPP contract award to Kuchan Construction and a recent inquiry about potential cost-share assistance for dairy waste management equipment. Jennifer Bond reported on pasture training she attended, gave an update on the Sequim HS FFA project, including that she thinks there's opportunity to continue providing education and assistance. Ben Smith might be able to assist with FFA winter grazing needs. Jennifer also reported on the status of the Pollution Identification & Correction (PIC) plan. Joe Holtrop talked about his upcoming Natural Landscaping course for Realtors, which will provide continuing education credits for the realtors, and gave an update on the Dungeness Irrigation Group Phase IV piping project, which is now complete. The project went over budget due to additional piping at the end of the line and upgrades to existing laterals to meet pressure requirements. Additional funding has been requested from the Irrigation Efficiencies Program. Ben Smith asked if the wording in our contracts could be changed to encourage contractors to resolve issues with property owners as quickly as possible during the project, rather than waiting until the end. Joe Holtrop will look into it.

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

NRCS Report

Jim Poffel updated the board on Environmental Quality Incentives Program (EQIP) applications and the NRSC resource concerns assessment.

Treasurer's Report

Ben Smith moved to approve the April 2014 Treasurer's report and approve for payment electronic funds transfers and checks described as FF 8456-8490 and SCB 220-222 dated April 1-30 2014 in the amount of \$187,101.42. Matt Heins seconded. Motion approved unanimously.

Don Hatler proposed that we replace the manually produced portion of the Treasurer's Report that re-caps the bank reconciliation and estimates monthly revenues and expenses with a QuickBooks-generated Balance Sheet & Profit & Loss report. Discussion was favorable to the idea, but Ben Smith requested that both old and proposed new reports be included for at least one more month.

Announcements/Public Comment - none

OLD BUSINESS

Aquifer Recharge Projects Update

Joe Holtrop reported that one large reservoir site has been identified and is in the preliminary design phase. A challenge that has surfaced with aquifer recharge projects is finding parties that are willing to own the projects. It had been assumed that irrigation districts and companies would own them, but some are not showing much interest. Joe asked if the Board is interested in owning the project proposed for Carlsborg Road. Ben indicated that the irrigation districts and companies had previously agreed to cooperate on these projects and he will meet with them about it.

NEW BUSINESS

Field Creek Fish Passage Project Construction Contract with Kuchan Construction

Ben Smith moved to approve the Field Creek Fish Passage Project contract with Kuchan Construction in the amount of \$106,123.60, pending their submittal of a performance and payment bond and insurance certification. Don Hatler seconded. Motion approved unanimously.

Asset Management Policy & Procedures

Ben Smith moved to approve the Clallam Conservation District Asset Management Policy and Procedures. Matt Heins seconded. Motion approved unanimously.

Schedule 22 Approval

Ben Smith moved to approve the 2013 Schedule 22, as presented. Matt Heins seconded. Motion approved unanimously.

Onsite Septic System Repair Cost Sharing Update

Joe Holtrop updated the Board on current projects (5 properties, of which one is for sale). There was a long discussion involving the issues of public perception if the District cost-shares with a homeowner whose property is listed for sale (and who therefore might profit from the cost-share project) versus the District's mandate to fix resource issues. Joe Holtrop will do some hypothetical inquiries to try to determine public perception on this issue.

Cooperator & Cost Share Agreements

Beth Smith moved to approve a Cooperator Agreement with Sequim School District. Matt Heins seconded. Motion approved unanimously.

Meeting adjourned at 5:29 PM

Action Items:

- Jennifer – give Steve (Sequim HS) Ben Smith's phone number to discuss winter grazing options.
- Joe H. – check with Jay Peterson about re-wording our construction contracts to encourage prompt resolution of property owner issues.
- Beth L. – add Balance Sheet and Profit & Loss reports to next month's Treasurer's report.
- Joe H. – try to determine public perception on OSS cost-share projects for properties listed for sale.



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STAFF REPORT - APRIL 2014

| GRANT | ACTIVITY | EMPLOYEE |
|-------------------------|---|----------|
| CONSERVATION COMMISSION | CATEGORY 1 | |
| | General Administration | |
| | Technical assistance policies & procedures | Joe |
| | Cost Sharing policies & procedures | Joe |
| | Outreach & Education policies & procedures | Joe |
| | CATEGORY 2 | |
| | Agricultural Outreach & Education | |
| | Pasture workshop at Leitz Farm Store (13 attendees) | Meg, Jen |
| | Agricultural Technical Assistance | |
| | Soil samples submitted for 14 landowners | Meg |
| | Assistance to Willow-Wist Dairy - soil and manure testing, manure separation | Meg |
| | Site visits & planning for Sequim High School FFA Farm (10 students) | Jen |
| | Site visit and technical assistance to Blue Mtn. Rd. horse owner (20 acres) | Jen |
| | Attended 3 day pasture training in Mount Vernon | Jen |
| | Technical assistance (soil testing & hay/pasture planting) to east Sequim landowner (80 acres) | Jen |
| | Low Impact Development and Habitat Outreach & Education | |
| | Natural Landscaping course (11) | Joe |
| | Natural Landscaping course for Realtors preparation | Joe |
| | Low Impact Development and Habitat Technical Assistance | |
| | Assisted with FFFPP application for Paul Marihugh (trib. to Pysht River) | Meg |
| | Gaskell Pond flooding info to landowners | Joe |
| | Watershed/Salmon Recovery Planning | |
| | DRMT meeting | Joe |
| | Conservation Commission/WACD budget planning meeting in Ellensburg | Joe |
| | Puget Sound CDs meeting in Edmonds | Joe |
| | Conservation Commission Regional Manager interviews in Olympia | Joe |
| | Newsletter & Website | |
| | CREP | |
| | CREP training conference call and assisting with development of training materials | Meg |
| | Planning for beaver fencing at McClean CREP site (Trout Creek in Clallam Bay) | Meg |
| | Planting inspections - McCarter & Fairbanks (Meadowbrook Crk) and Eaton & Dean (Chicken Coop Crk) | Meg |
| | Bergman (Indian Creek) riparian forest buffer, hedgerow and wetland CREP | Meg |
| | IRRIGATION EFFICIENCIES | |
| | General Water Conservation Planning & Coordination | |
| | Irrigation map updates | Joe |
| | Project Planning and Implementation | |
| | DIG phase 4 implementation | Joe |
| | SHELLFISH | |
| | B&T Cattle | |
| | Waste storage and roof runoff designing w/Kelly Cahill | Meg |
| | Septic Repairs | |
| | Geer cost share application | Meg, Joe |

STAFF REPORT - APRIL 2014

| GRANT | ACTIVITY | EMPLOYEE |
|---|--|----------|
| DOE | IRRIGATION IMPROVEMENTS | |
| | | |
| DOE | FLOODPLAINS BY DESIGN | |
| | SPTIA pipeline inspection | Joe |
| POLLUTION IDENTIFICATION & CORRECTION PLANNING | | |
| DOH | Drafting of Table of Contents and Introduction | Joe, Jen |
| | PIC planning meeting on 4-29 (11 participants) | Jen |
| | Submitted semi-annual PIC progress report | Jen |
| PFAFF | | |
| FFFPP | Project out to bid, on-site meeting held for contractors | Meg |
| | | |
| MARCHANT | | |
| FFFPP | Contract awarded to 2 Grade LLC, construction to start as early as July 2014 | Meg |
| | | |
| CLEAN WATER DISTRICT AG BMP IMPLEMENTATION | | |
| EPA | Site visit with Jay Petersen to Sequim llama farm (Owl Creek) runoff mngt. & HUA asst. | Meg |
| | | |
| SAR & SMALL STORAGE FEASIBILITY STUDY | | |
| WWT | Project planning, meeting with City of Sequim | Joe |
| | | |
| County General Funds | | |
| | | |