



# 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**  
**June 10, 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:** Jim Poffel, NRCS

**Presiding Officer:** Don Hatler 3:00-3:15 PM; Ben Smith 3:15-5:03 PM

**Secretary:** Beth Loveridge

Meeting called to order at 3:03 PM

### APPROVAL OF MINUTES

Matt Heins moved to approve the minutes of the May 13, 2014 board meeting as presented. Robert Beebe seconded. Motion approved unanimously.

### REPORTS

#### Staff Reports

Jennifer Bond reported on site visits and gave an update on the Sequim HS FFA project and the possibility of cost sharing on a composting system. Jennifer also reported that the Pasture Management Workshop was well-attended and went well.

Meghan Adamire reported that the Pasture & Weed Workshop in Forks had 10 attendees and went well. Meghan also reported on the month's site visits and noted that CREP is starting to take new applications. Joe Holtrop reported that the Dungeness Irrigation Group piping project is now complete. Joe reported that the Natural Landscaping course for Realtors went well, but that the realtors would prefer that the class be held in a single one day rather than two part days. Joe also reported on two Dungeness Water Rule meetings that he recently attended.

More 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 reported that FFSA and NRCS will be holding a CREP meeting July 15, 2014 and they would like for the District to attend. Jim also reported that the Healthy Forest Reserve Program was not funded for 2014 but will most likely be funded for 2015.

#### Treasurer's Report

Don Hatler moved to approve the May 2014 Treasurer's report and approve for payment electronic funds transfers and checks described as FF 8491-8510 and SCB 223-225 dated May 1-31 2014 in the amount of \$74,446.95. Matt Heins seconded. Motion approved unanimously.

The Board reviewed the Profit & Loss and Balance sheet reports. Beth Loveridge explained that because the District reports on a cash basis, the balance sheet does not reflect accounts receivable (as the old report does). Don Hatler would like to review the reports more closely. Ben Smith requested that we continue to include the old report along with the P&L and Balance sheet for now. The District's reserve balance was discussed and Matt Heins requested that Joe get an opinion on what a reasonable reserve balance would be for a Conservation District.

**Announcements/Public Comment** - none

## **OLD BUSINESS**

### **Onsite Septic System Repair Program Update**

Joe reported that there were 2 more County referrals for septic cost-sharing, which brings the total to 7 potential projects that are entered in CPDS and approved for funding, but only 3 of the 7 have contacted the District and signed cost-share applications. Joe will be seeking more input from realtors and the public regarding cost-sharing on properties that are for sale.

### **Pollution Identification & Correction Plan Update**

Jennifer reported on the last PIC meeting (which was a joint meeting with the Clean Water Group) focused on enforcement issues. The County is not yet willing to commit to enforcement responsibility, except in the case of on-site septic systems. There will be another meeting this week with the District, Dept. of Ecology, and Clallam County Environmental Health to further discuss enforcement responsibilities of the different parties. It was suggested that Department of Community Development also be included in the meeting.

### **Aquifer Recharge Projects Update**

Joe reported that the Carlsborg project design is done and that Clallam Ditch Company has agreed to get easements from landowners. It's too late to do the project this year, but will be done in time for recharge next year. The project behind Costco is on hold, as the City of Sequim has concerns about the project. Joe said that it shouldn't be a problem to include "hold harmless" language in contracts that irrigation districts and companies enter into with either the Department of Ecology or Washington Water Trust for implementation of ongoing aquifer recharge projects.

## **NEW BUSINESS**

### **Election of Officers**

Don Hatler moved to maintain the current slate of Board Officers: Joe Murray, Chair; Ben Smith, Vice-Chair; and Don Hatler, Auditor. Robert Beebe seconded. Motion approved unanimously.

### **Appointment of Linda Barnfather as Associate Supervisor**

Matt Heins moved to appoint Linda Barnfather as Associate Supervisor. Don Hatler seconded. Motion approved unanimously.

### **Summer Internship Application**

Joe Holtrop reported that Casey Torres, an engineering student at WSU, expressed interest in a summer internship with the District. He is also working with 4 Seasons Engineering and Joe felt he could be helpful on irrigation projects and possibly a Sequim HS FFA project.

Matt Heins moved to offer Casey Torres a summer internship position not to exceed half-time and at an hourly wage of \$11.00. Don Hatler seconded. Motion approved unanimously.

### **Personal Services Agreement with Brisk Printing for Newsletter Printing**

Meghan Adamire contacted 4 local print shops for bids on printing the District newsletter. Brisk Printing was the low bidder.

Matt Heins moved to approve the Personal Services Agreement with Brisk Printing for newsletter printing for the period June 1, 2014 through December 31, 2015. Don Hatler seconded. Motion approved.

**Cooperator & Cost Share Agreements**

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

Matt Heins moved to approve a cost-share agreement with Vernell Nelson for septic system repairs at a 75% cost-share rate, not to exceed \$1,500 for design, 100% cost of the permit, and \$19,110 for installation. Robert Beebe seconded. Motion approved unanimously.

**Executive Session – Mid-Year Review for Jennifer Bond**

Session began at 4:53 PM. Regular session resumed at 5:00 PM.

Don Hatler moved to return Jennifer Bond to half-time status, beginning July 1, 2014. Matt Heins seconded. Motion approved unanimously.

**Meeting adjourned at 5:03 PM**

**Action Items:**

Joe H. – Research reasonable reserve balances for Conservation Districts.



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## STAFF REPORT - MAY 2014

GRANT	ACTIVITY	EMPLOYEE
CONSERVATION COMMISSION	<b>CATEGORY 1</b>	
	<b>General Administration</b>	
	Asset Management Policy & Procedures	Beth, Joe
	<b>CATEGORY 2</b>	
	<b>Agricultural Outreach &amp; Education</b>	
	Pasture and weed workshop at Baysinger Farm in Forks (10 attendees)	Meg
	Healthy Pastures, Healthy Horses workshop (21 attendees)	Jen
	<b>Agricultural Technical Assistance</b>	
	Pasture information provided to Joyce area farm	Meg
	Site visit to horse farm near Kitchen-Dick & Old Olympic - pasture, manure and mud mngt.	Meg
	FFA Farm plan at Sequim High School	Jen
	<b>Low Impact Development and Habitat Outreach &amp; Education</b>	
	Natural Landscaping Course field trip	Joe
	Natural Landscaping Course for Real Estate Agents (6)	Joe
	Natural Landscaping Course survey	Joe
	LID Demo Site maintenance	Joe
	Planting plan preparation for Albert Haller Playfields parking expansion	Joe
	<b>Low Impact Development and Habitat Technical Assistance</b>	
	<b>Watershed/Salmon Recovery Planning</b>	
	NOPLC meeting	Meg
	Strait Action Area (PSP) meeting	Joe
	Clean Water Work Group meeting	Jen, Joe
	Dungeness Water Rule Forum meeting	Joe
	Permit Advisory Board meeting	Joe
	<b>Newsletter &amp; Website</b>	
	Request for bids and personal services contract for newsletter printing	Meg
	<b>CREP</b>	
	Maintenance coordination for Northern Conservation Farm (Lotzgesell & Matriotti Creek) & Dean (Chicken Coop Creek) CREP projects - water hemlock eradication	Meg
	CREP training conference call and assisting with development of training materials	Meg
	Site visit to McClean CREP site (Trout Creek in Clallam Bay) - beaver fencing	Meg
	Summer maintenance coordination for McCarter & Fairbanks (Meadowbrook Crk) and NOLT (Pysht River) - blackberry spraying	Meg
	Planning for Bergman (Indian Creek) riparian forest buffer, hedgerow and wetland CREP	Meg
	<b>IRRIGATION EFFICIENCIES</b>	
	<b>General Water Conservation Planning &amp; Coordination</b>	
	SPTIA Sunland lateral piping exploration	Joe
	<b>Project Planning and Implementation</b>	
	DIG project completion	Joe
	<b>SHELLFISH</b>	
	<b>B&amp;T Cattle</b>	
	Site visits and planning for waste storage and roof runoff projects	Meg
	<b>Septic Repairs</b>	
OSS cost sharing brochure and info to County	Joe	
OSS repair applications entered into CPDS	Joe	
<b>LIVESTOCK WATER QUALITY</b>		
Listened to symposium on Managing Dairy Nutrients for Stewardship	Meg	
Site visit to horse farm on Diamond Point Road - pasture, manure and mud mngt.	Meg	


**STAFF REPORT - MAY 2014**

<b>GRANT</b>	<b>ACTIVITY</b>	<b>EMPLOYEE</b>
<b>DOE</b>	<b>IRRIGATION IMPROVEMENTS</b>	
	<b>FLOODPLAINS BY DESIGN</b>	
	DIG project implementation and completion paperwork	Joe
	SPTIA project planning	Joe
	Project tour with agency staff	Joe
<b>DOH</b>	<b>POLLUTION IDENTIFICATION &amp; CORRECTION PLANNING</b>	
	Planning meeting	Jen, Joe
	Drafting sections 3, 4 and appendices	Jen
	Drafting of Funding section	Joe
<b>FFFP</b>	<b>PFAFF</b>	
	Contract awarded to Kuchan Construction	Meg
	<b>MARCHANT</b>	
<b>EPA</b>	<b>CLEAN WATER DISTRICT AG BMP IMPLEMENTATION</b>	
	Site visit to Willow-Wist Dairy - soil and manure testing, manure separation	Meg
<b>WWT</b>	<b>SAR &amp; SMALL STORAGE FEASIBILITY STUDY</b>	
	Carlsborg Road project planning	Joe
<b>County General Funds</b>		