



Clallam Conservation District

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**Regular Monthly Board Meeting
228 W. First St., Ste. H, Port Angeles
November 14, 2017**

MINUTES

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

Supervisors Absent:

Associate Supervisors Present:

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

Others Present:

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 from the September 12, 2017 regular board meeting. Don Hatler seconded. Motion approved unanimously.

No meeting was held in October.

REPORTS

Staff Reports

Jennifer Bond's activities included site visits to new customers following a workshop, technical assistance follow-up, and a tour of potential RCPP application farms with NRCS staff.

Meghan Adamire reported on the District's booth at RiverFest, site visits, increased soil tests, and the solar workshop that she co-hosted with Pierce Conservation District and USDA Rural Development.

Joe Holtrop reported all irrigation and aquifer recharge projects are completed.

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

NRCS Report

None

Treasurer's Report

Matt Heins moved to approve the September 2017 Treasurer's report and approve for payment electronic funds transfers and checks described as FF 9597 – 9615 dated September 1-30, 2017 in the amount of \$93,806.33. Robert Beebe seconded. Motion approved unanimously.

Ben Smith moved to approve the October 2017 Treasurer's report and approve for payment electronic funds transfers and checks described as FF 9616 – 9640 and SCB 259 dated October 1-31, 2017 in the amount of \$48,681.14. Matt Heins seconded. Motion approved unanimously.

Announcements/Public Comment

None

OLD BUSINESS

Approve Interlocal Agreement with Whatcom Conservation District

Ben Smith moved to approve the Interlocal Agreement with Whatcom Conservation District for IT services.

Don Hatler seconded. Motion approved unanimously.

Bookkeeper / Administrative Assistant Recruitment Update

Due to difficulties in attracting applicants for the half-time Bookkeeper/Administrative Assistant position, Joe Holtrop recommends contracting out the bookkeeping portion of the position. Beth Loveridge has agreed to remain in her current position through the end of the year. The Board directed Joe to begin seeking proposals for bookkeeping services.

Regional Conservation Partnership Program (RCPP) Project Update

Jennifer Bond updated the Board on the RCPP project and discussed the project ranking criteria that she and Meghan Adamire developed. The Board agreed that Meghan and Jennifer should rank the projects and then submit the ranking for Board review.

Long Range Planning Update

The Board reviewed the status of the natural resource goals and priorities outlined in the District's 5-Year Plan (2013-2018) and discussed a draft of the 5-Year Plan (2018 to 2023) Resource Inventory.

NEW BUSINESS

Approve Conservation Reserve Enhancement Program Grant Addendum

Ben Smith moved to approve the Grant Addendum for the Conservation Reserve Enhancement Program in the amount of \$3,710. Matt Heins seconded. Motion approved unanimously.

Approve Livestock Technical Assistance Grant Addendum

Ben Smith moved to approve the Grant Addendum for the Livestock Technical Assistance Grant Program in the amount of \$8,775. Matt Heins seconded. Motion approved unanimously.

Credit/Debit Card Payment Acceptance

Don Hatler moved to approve the acceptance of credit/debit cards through Square. Ben Smith seconded. Motion approved unanimously.

Cooperator and Cost-share Agreements

Ben Smith moved to approve a Cooperator Agreement with Angela Larson. Don Hatler seconded. Motion approved unanimously.

Meeting adjourned at 4:50 PM