



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 12, 2017

MINUTES

Supervisors Present: Robert Beebe, Don Hatler, Matt Heins

Supervisors Absent: Joe Murray, Ben Smith

Associate Supervisors Present:

Staff Present: Joe Holtrop, Executive Director; Meghan Adamire, Jennifer Bond, Conservation Planners;

Others Present: Sarah Richards, Northwest Area Director; Shana Joy, WSCC Puget Sound Regional Manager by Skype

Presiding Officer: Don Hatler

Secretary: Meghan Adamire

Meeting called to order at 3:00 PM

APPROVAL OF MINUTES

Matt Heins moved to approve the minutes from the November 14, 2017 regular board meeting. Robert Beebe seconded. Motion approved unanimously.

REPORTS

Staff Reports

Meghan – Meghan reported the winter newsletter is out and the 2018 plant sale has kicked off. She provided farms with technical assistance and has been working on getting spring Conservation Reserve Enhancement Program (CREP) projects lined out.

Jennifer – Jennifer worked with two farms on farm planning, provided technical assistance to farms, and arranged a speaker and venue for upcoming Native Pollinator workshop. She also reported that last night was a Pollution Identification and Correction (PIC) open house. The focus was on the upcoming lower Matriotti watershed, and there was a brief update on the current Golden Sands/Meadowbrook project.

Joe – Joe reported that our grant for aquifer recharge projects ends this month. All of our money has been spent, but Washington Water Trust has a substantial amount of money left and would like us to implement additional projects. Joe suggested that we extend our existing grant and add funds to it, but DOE has not responded yet.

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

NRCS Report

None provided.

Treasurer's Report

Matt Heins moved to approve the November 2017 Treasurer's report and approve for payment electronic funds transfers and checks described as FF 9641 – 9662 dated November 1-30, 2017 in the amount of \$30,563.32. Robert Beebe seconded. Motion approved unanimously.

Announcements/Public Comment

None

OLD BUSINESS

Bookkeeper / Administrative Assistant Recruitment Update

Joe Holtrop reported two people learned that we had been recruiting for someone for this position, and both met with Joe this morning. One filled out the application immediately and brought it back in. Joe reported to Shana Joy that we had advertised for this position and didn't get anyone that was qualified. Shana said that we could hire someone now without having to advertise the position. Joe essentially interviewed both of them and recommended that the Board proceed with offering the position to Judy Minnoch.

Matt Heins moved to authorize Joe Holtrop, Executive Director, to offer Judy Minnoch employment for the bookkeeper/administrative assistant position. Robert Beebe seconded. Motion approved unanimously.

Long Range Planning Update

The Board reviewed the latest draft of the long range plan update. Joe Holtrop requested that they look through it closely so that we can begin a more in depth conversation at the next board meeting. Sarah Richards brought up that King CD has been working with a consultant using a new approach called Theory of Change that seemed very effective. Shana Joy mentioned that there might be some Capacity Building funding in the future to utilize a tool like that.

NEW BUSINESS

WACD Report by Northwest Area Director Sarah Richards

Sarah Richards reported that WACD hired new lobbyists. She said that NRCS state conservationist Roylene Rides at the Door reported that they have lots of funding for projects but not enough staff to get projects on the ground. Shana Joy suggested going through WSCC streamlines the task order process and is the easiest way for districts to utilize those funds and help get projects implemented.

WSCC Report by Puget Sound Regional Manager & Policy Assistant Shana Joy

Shana Joy reported that no action is likely to be taken regarding the Capital Budget until the regular session in January. There is still no solution on the Hirst water decision, which is the main hold up. Shana also mentioned WSCC is getting ready to roll out the updated Conservation Practice Data System (CPDS). WSCC is trying to figure out how to fund projects as quick as possible once the Capital Budget is passed, so Shana suggested getting any potential projects entered into the CPDS now. The delay on the Capital Budget has already cost one construction season, and has the potential to lose another if funding isn't passed through quickly. WSCC is also working on ways to get Shellfish funding out to Districts more effectively and efficiently.

2018 Election – Set Date, Time, Place; Appoint Election Supervisor

Matt Heins moved to approve Election Resolution 2017-12-01 setting the election date for March 13, 2018 from 3:00pm to 7:00pm at the Armory Square Office Building, 228 W. First St., Ste. H, Port Angeles, WA and appointing Joe Holtrop as Election Supervisor. Robert Beebe seconded. Motion approved unanimously.

Cooperator and Cost-share Agreements

None

Meeting adjourned at 4:28 PM



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STAFF REPORT - November 2017

STAFF	GRANT
Joe	
General Administration	IM
Long range plan	
General Outreach & Education	
Website updates	
Winter newsletter	
Watershed/Salmon Recovery Planning	
Strait Ecosystem Recovery Network PSP Near Term Actions workshop	
Dungeness River Management Team meeting	
Puget Sound CDs conference call	
General Water Conservation Planning & Coordination	
Water Users Association annual report presentation map and slide preparation	
Project Planning & Implementation	
SPTIA project close-out and state paperwork	
Sequim Valley Farms IE project	
Aquifer recharge projects technical assistance to WWT	RCPP
Dungeness Reservoir project planning	
General Outreach & Project Administration	PIC
Puget Sound RCPP webinar	
Pollution Identification	PSCDs
Technical assistance to County Environmental Health	
PSCDs conference call	COUNTY
New activity tracking system development	
Conservation technical assistance quality assurance program planning conference call	
JENNIFER	
General Outreach & Education	IM
Website updates	
Winter newsletter	
Agricultural Technical Assistance	
Farm planning & technical assistance - Angela Larson (O'Brien Rd.)	
Farm planning - River Run Farm (Woodcock Rd.)	
Technical assistance - 1 horse owner (Carlsborg area) - constructed heavy use area	
Small Farm Resources List	
Technical assistance - horse owner (Agnew), manure storage recommendations	
Low Impact Development & Habitat Outreach & Education	
Site visit - Sequim High School - cistern project	
Planning - Native Pollinator Workshop	
General Outreach & Project Administration	PIC
Puget Sound RCPP webinar	
RCPP montly progress report	
CNMP webinar/mtg	
Pollution Identification	
Planning - PIC Open House (Dec. 11th)	

MEGHAN		GRANT
General Outreach & Education		IM
Winter newsletter		
Agricultural Technical Assistance		
Site visit to new Finn Hall horse farm - siting of manure storage, HUA, pasture fencing		
Site visit to new Carlsborg area horse farm - manure storage, HUA, rotational grazing		
Technical assistance to horse owner (Carlsborg) - hayfield fertility		
Low Impact Development & Habitat Technical Assistance		
Site visit to Angew landowner - soils		
Plant sale coordination		
Watershed/Salmon Recovery Planning		
Sitkum narrative and reviewing draft of USFS agreement		
NOPL meeting		
Project Implementation		CREP
B&T Cattle - paperwork to FSA for hedgerow and Riparian Forest Buffer on Matriotti Ck.		
Project Maintenance		
Wrap-up of FSA payments for NOLT Pysht wetland buffer		
Correspondence with Jerry Dean and FSA regarding Genny Dean CREP buffer		
Status reviews for FSA for all NOLT CREP projects		
General Outreach & Project Administration		R CPP
CNMP teleconference		
Meeting with Maple View Farm and Kelly Cahill to go over preliminary designs		
Puget Sound RCPP webinar		
LIVESTOCK WATER QUALITY		
Technical assistance to Blue Mtn. area cattle farm - soils		