



# 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**  
**February 13, 2018**

## MINUTES

**Supervisors Present:** Ben Smith, Vice-Chair; Robert Beebe, Matt Heins, Board Members

**Supervisors Absent:** Joe Murray, Chair; Don Hatler, Auditor

**Associate Supervisors Present:**

**Staff Present:** Joe Holtrop, Executive Director; Meghan Adamire, Jennifer Bond, Conservation Planners; Judy Minnoch, Bookkeeper/Administrative Assistant;

**Others Present:** n/a

**Presiding Officer:** Ben Smith

**Secretary:** Judy Minnoch

Meeting called to order at 3:04PM.

### APPROVAL OF MINUTES

Matt Heins moved to approve the minutes from the January 9, 2018 regular board meeting.

Robert Beebe seconded the motion. Motion approved unanimously.

### REPORTS

#### Staff Reports

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

#### NRCS Report

None provided.

#### Treasurer's Report

- The cash out value of 25% of unused accumulated sick leave was unclear in the Employee Handbook and did not agree with the statement at the bottom of the Vacation and Sick Leave Liability Report. It was purposed that upon separation, any employee with at least 5 service credit years (service credit years as defined by the Department of Retirement Systems) would receive the cash out value of 25% of unused accumulated sick leave. Section 3, paragraph 8 in the Employee Handbook will be rewritten to reflect this proposal and voted on at the next board meeting.

Matt Heins moved to roll the First Federal certificate of deposit that expired on 2/11/2018, into the First Federal 52-week CD with an interest rate of 1.43.

Robert Beebe seconded the motion. Motion approved unanimously.

Matt Heins moved to approve the January 2018 Treasurer's report and approve for payment electronic funds transfers and checks described as FF 9679 – 9708 dated January 1-31, 2018 in the amount of \$61,223.06.

Robert Beebe seconded the motion. Motion approved unanimously.

**Announcements/Public Comment**

None.

**OLD BUSINESS**

**Approve Long Range Planning Update**

Matt Heins moved to approve Approved Long Range Plan as presented. Robert Beebe seconded the motion. Motion approved unanimously.

**US Forest Service Sitkum Road Project Grant Update**

Robert Beebe moved to approve the Recreation and Conservation Office Applicant Resolution/Authorization document authorizing Joe Holtrop to act as the District representative for the Sitkum Project. Matt Heins seconded the motion. Motion approved unanimously.

**Non-Funded Challenge Cost-Share Agreement**

Robert Beebe moved to approve the Non-Funded Challenge Cost-Share Agreement between CCD and USFS. Matt Heins seconded the motion. Motion approved unanimously.

**Conservation Reserve Enhancement Program State Reimbursement and Maintenance Contracts**

Matt Heins moved to approve the Conservation Reserve Enhancement Program state reimbursement and maintenance contract with Paul Kaminski and Linda Adams, and NOLT. Robert Beebe seconded the motion. Motion unanimously approved.

**NEW BUSINESS**

**Approve Conservation Reserve Enhancement Program Grant**

Robert Beebe moved to approve the WSCC Conservation Reserve Enhancement Program Grant, Formal Amendment #1. Matt Heins seconded the motion. Motion approved unanimously.

**Approvals of Natural Resource Investments Grant Addenda**

Matt Heins moved to approve the Natural Resource Investments grant addendum for **Boyd**. Robert Beebe seconded the motion. Motion approved unanimously.

Matt Heins moved to approve the Natural Resource Investments grant addendum for **Davis**. Robert Beebe seconded the motion. Motion approved unanimously.

**Cooperator and Cost-share Agreements**

Matt Heins moved to approve a Cooperator Agreement with **Dillon Barousse**. Robert Beebe seconded the motion. Motion approved unanimously.

**Executive Session** called to order at 4:30PM.

**Regular Meeting** resumed at 5:20PM.

**Personnel Actions**

Matt Heins moved to approve to give **Meghan Adamire** a step increase on the WA Salary schedule, effective February 1, 2018. Robert Beebe seconded the motion. Motion approved unanimously.

Matt Heins moved to approve to give **Jennifer Bond** a step increase on the WA Salary schedule, effective February 1, 2018. Robert Beebe seconded the motion. Motion approved unanimously.

Meeting adjourned at 5:25PM.





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## STAFF REPORT - January 2018

STAFF	GRANT
<b>Joe</b>	
<b>General Administration</b>	<b>IM</b>
Long range plan, presentation to DRMT	
Annual plan and report	
<b>General Outreach &amp; Education</b>	
Website updates	
<b>Agricultural Technical Assistance</b>	
Soils and irrigation information to prospective property buyer (Reding)	
Fencing cost-share and farm planning information to E. Adolphsen	
Provided maps of Dungeness Organic Produce farms to County Noxious Weeds	
Soils information to Drake	
<b>Low Impact Development &amp; Habitat Outreach &amp; Education</b>	
2 Landscaping with Native Plants workshop (71)	
Attended Pollinator Workshop	
Plant sale assistance	
<b>Low Impact Development &amp; Habitat Technical Assistance</b>	
Sheet composting TA to DeBusman	
Hedgerow planting TA to White	
<b>Watershed/Salmon Recovery Planning</b>	
Dungeness River Management Team meeting	
NOPLS Workplan scoring results review	<b>RCP</b>
<b>General Water Conservation Planning &amp; Coordination</b>	
DOE Husseman grant for DID project close-out, photo documentation	
Cistern outreach planning with Sequim Realtors	
<b>Project Planning &amp; Implementation</b>	
Aquifer recharge project planning	<b>PIC</b>
Dungeness Reservoir project planning, PSP Near Term Action	
New ditch piping project research	
Inspected DID pipeline failure at Towne and Old Oly	<b>RCO</b>
<b>General Outreach &amp; Project Administration</b>	
Correspondence regarding grant match	<b>COUNTY</b>
<b>Pollution Identification</b>	
Clean Water Work Group meeting	
PIC letter of commitment for County NTA	<b>GRANT</b>
Met with DOE water quality inspectors (new to our county/region)	
<b>Sitkum Road Repair</b>	<b>IM</b>
Reviewed agreement with USFS	
Annual plan and report	
<b>JENNIFER</b>	
<b>General Outreach &amp; Education</b>	<b>IM</b>
Website updates	
<b>Agricultural Outreach &amp; Education</b>	
Conference call with Kellie Henwood (WSU Ext.) regarding future livestock workshops	
Planning for spring H&L workshops	

<b>Agricultural Technical Assistance</b>		
Site visit - Olympic Game Farm (plan update)		
Planning - Angela Larson (draft plan complete)		
RCPP, fencing info to Agnew area farm		
Site visit, pastures technical assistance provided to Anna Swanberg		
Irrigation/pasture info provided to 1 realtor		
<b>Low Impact Development &amp; Habitat Outreach &amp; Education</b>		
Coordination - Pollinator Workshop (44 participants)		
Plant Sale - Technical assistance to customers		
Coordination with Gunnar Thomason, Pollinator Meadow at Franklin Elementary School		
<b>General Outreach &amp; Project Administration</b>		<b>RCPP</b>
<b>Pollution Identification</b>		
Planning for Brenda Rupel - OSS cost share applicant		<b>PIC</b>
Clean Water Workgroup Meeting		
Met with DOE water quality inspectors (new to our county/region)		
<b>MEGHAN</b>		<b>GRANT</b>
<b>General Outreach &amp; Education</b>		
Provided comments to WSCC on CPDS Beta Test group		
Newsletter mailing list updates		
<b>Agricultural Outreach &amp; Education</b>		
Conference call with Kellie Henwood (WSU Ext.) regarding future livestock workshops		
<b>Agricultural Technical Assistance</b>		
Pasture seeding TA to Blue Mtn. Road horse farm		
<b>Low Impact Development &amp; Habitat Technical Assistance</b>		
Plant sale order processing, promotion & volunteer coordination		<b>IM</b>
Pollinator Workshop (44)		
Soil fertility information to Harrington		
Site visits with Paul Tappel to past FFFPP projects		
Soil testing information to S. Farinelli for Master Gardener article		
<b>Watershed/Salmon Recovery Planning</b>		
NPCLE meeting		
Sitkum agreement with USFS		
NOPLC workplan scoring		
USFS Hvas Creek road decommissioning conference call		
<b>Project Implementation</b>		
Adams site visit - stock water system complete		<b>CREP</b>
Planning for Beach Lake wetland buffer		
Fencing info to T. Smith for Shangri La and J&G Ag buffers		
Planting coordination for Shangri La and Weaver		
<b>General Outreach &amp; Project Administration</b>		
Met with Sarah Tanuvasa (NRCS) regarding CNMP requirements		<b>RCPP</b>
Continued planning for Willow-Wist project		
<b>LIVESTOCK WATER QUALITY</b>		
Provided TA to Adams (Black Diamond Rd) - pasture mngt for yak herd		