



# 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**  
**July 10, 2018**

## MINUTES

**Supervisors Present:** Joe Murray, Chair; Robert Beebe, Auditor; Matt Heins, and Scott Chitwood, Board Members

**Supervisors Absent:** Ben Smith, Vice-Chair

**Associate Supervisors Present:**

**Staff Present:** Joe Holtrop, Executive Director; Jennifer Bond, Conservation Planner; Judy Minnoch, Administrative Assistant

**Others Present:** Shana Joy, Alison Halpern, John Stednick, Andy Perham, and Janine Reed

**Presiding Officer:** Joe Murray, Chair

**Secretary:** Judy Minnoch

**Meeting called to order at 3:00 PM.**

### APPROVAL OF MINUTES

Matt Heins moved to approve the minutes from the June 12, 2018 regular board meeting.

Robert Beebe seconded the motion. Motion approved unanimously.

## REPORTS

### Staff Reports

In addition to the activities found on the attached Clallam Conservation District Staff Reports document:

Meghan Adamire reported providing TA to 6 farms on pasture management. The Clark Creek FFFPP project from 2012 has a bank erosion 20' upstream from the culvert inlet. Toured several CREP sites with Kent Stokes, FSA executive director. And the CNMP for Willow-Wist is nearly complete.

Jennifer Bond provided technical assistance to 7 farms including a horse boarding operation that plans to sell compost. This will require a conservation plan update and that the farmer track volumes, conduct annual testing and provide annual reports to Clallam County Environmental Health. Received several more inquiries regarding cost share for onsite septic systems.

Joe Holtrop reported performing irrigation ditch flow measurements on two Sequim Prairie-Tri Irrigation Association ditches proposed for piping: a portion of the Eureka main across the Boyd property east of River Road, and the Evans Road lateral. For the Eureka ditch, probably only a small portion of the water will have to be given up in order get the project funded. We have \$50,000 from the Natural Resource Investments grant to match Irrigation Efficiencies grant funding and Ecology funding for aquifer recharge.

### NRCS Report

No business.

### **Treasurer's Report**

Matt Heins moved to approve the June 2018 Treasurer's report and approve for payment electronic funds transfers and checks described as FF 9790 – 9812 and SCB 264 and 265 dated June 1-30, 2018 in the amount of \$75,647.69. Robert Beebe seconded the motion. Motion approved unanimously.

### **Announcements/Public Comment**

Puget Sound CD Coccus meeting, July 23, 2018 in Jefferson County.

NRCS tribal relations liaison has asked CCD to serve on a panel along with the Jamestown S'Klallam Tribe to discuss successful projects that were worked on together. The panel presentation will be at a tribal relations training in Port Gamble in August.

### **OLD BUSINESS**

#### **Engineer Kelly Cahill Temporary Employment**

Matt Heins moved to approve offering engineer Kelly Cahill temporary employment not exceed 5 months at \$60/hr. Scott Chitwood seconded the motion. Motion approved unanimously.

### **NEW BUSINESS**

#### **Capacity Grant Request**

Matt Heins moved to submit Capacity Grant Request for \$37,656. Scott Chitwood seconded the motion. Motion approved unanimously.

#### **Irrigation Efficiencies Grant Request**

Scott Chitwood moved to approve the Irrigation Efficiencies Grant addendum FY-19 for \$49,856. Matt Heins seconded the motion. Motion approved unanimously.

#### **Implementation Grant Addendum Request**

Matt Heins moved to approve the Implementation Grant addendum FY-19 for \$90,000. Robert Beebe seconded the motion. Motion approved unanimously.

#### **Petty Cash Account Policy**

Matt Heins moved to approve Petty Cash Account Policy for Employees, Supervisors, Associate Supervisors and Volunteers. Robert Beebe seconded the motion. Motion approved unanimously.

#### **Cooperator and Cost-share Agreements**

Matt Heins moved to approve a Cooperator Agreement with Dan Orr. Robert Beebe seconded the motion. Motion approved unanimously.

**Executive Session** called to order at 5:12PM

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

#### **Personnel Actions**

Matt Heins moved to give **Judy Minnoch** a step increase on the WA state salary schedule from Range 44, Step F to Range 44, Step G, and effective July 1, 2018. Robert Beebe seconded the motion. Motion approved unanimously.

**Meeting adjourned at 5:24 PM.**





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## STAFF REPORT - June 2018

STAFF	GRANT	
<b>Joe</b>		
<b>Low Impact Development &amp; Habitat Outreach &amp; Education</b>	<b>IM</b>	
Native plant walks (2) for Dungeness Wildlife Refuge volunteers (24 participants)		
<b>Low Impact Development &amp; Habitat Technical Assistance</b>		
Stormwater management advice to Allied Titanium in Sequim		
<b>Watershed/Salmon Recovery Planning</b>		
East WRIA 18 watershed plan recommendations review		
DRMT meeting	<b>IE</b>	
Farmland mapping data for Puget Sound Partnership Dungeness floodplain mapping		
<b>General Water Conservation Planning &amp; Coordination</b>		
Well metering pilot project scope of work		
Water resources presentation to League of Women Voters (9 participants)		
<b>Project Planning &amp; Implementation</b>		
Irrigation ditch flow measurements	<b>RCPP</b>	
SPTIA Boyd lateral survey		
AR project planning		
<b>General Outreach &amp; Project Administration</b>		
Grant budget revisions		
<b>Rupel</b>		
OSS repair review	<b>SH</b>	
<b>Johnson</b>		
OSS repair planning		
<b>Athow</b>	<b>DOE</b>	
OSS repair planning		
<b>AQUIFER RECHARGE &amp; STORAGE</b>		
AR project tour for WWT	<b>COUNTY</b>	
DID-Towne Road AR project out to bid		
SPTIA test pits at Boyd property		
Most of the activities under <b>Implementation</b> were charged to County		
Annual update to Board of Commissioners		
Budgeting, stable funding research		
Livestock TA grant accomplishments, funding request	<b>GRANT</b>	
Implementation grant Capacity funding request		
<b>JENNIFER</b>		
<b>Agricultural Technical Assistance</b>		<b>IM</b>
Site visit and BMP recommendatoinis (546 Gunn Road)		
Site visit and conservation planning - Laura Monohan (Chicken Coop Rd.)		
CCD presentation at WSU Compost Workshop (10 participants)		
TA - 1 Horse owner (Old Olympic Hwy) - HUAP recommendations		
TA - hay/pasture recommendations (Agnew area farm)		
TA - 1 horse boarding facility; commercial compost requirements	<b>CREP</b>	
<b>Low Impact Development &amp; Habitat Outreach &amp; Education</b>		

<b>Pollution Identification</b>	
CCD Presentation (CREP & OSS cost share) at PIC Open House - Dungeness Schoolhouse	PIC
<b>Pollution Correction</b>	
TA - Olympic Game Farm - compost/waste mgmt	
Responded to 9 phone-in inquiries regarding OSS cost share since April 2018	
<b>RCPP</b>	
Site visit and draft conservation planning - Eric Adolphsen (Finn Hall Farm)	RCPP
Formstack report	
<b>Shellfish</b>	
<b>Rupel</b>	
Site visit & project coordination	
<b>Johnson</b>	
Site visit and project coordination	SH
<b>Williams</b>	
Site visit, reviewed OSS options	
<b>Athow</b>	
Project coordination	
*Most of the activities under <b>Implementation</b> were charged to County	COUNTY
<b>MEGHAN</b>	GRANT
Most of the activities under <b>Implementation</b> were charged to County	
<b>Agricultural Technical Assistance</b>	
Tech assistance to 4 horse farms - grazing & pasture management to reduce risk of laminitis	IM
<b>Low Impact Development &amp; Habitat Technical Assistance</b>	
<b>Watershed/Salmon Recovery Planning</b>	
<b>Project Implementation</b>	
Site visit to Beach Lake - potential future wetland buffer	
Site visit to Robson & Kitchel - riparian forest buffer on the Bogachiel River	
Site visit to Sadileks - re-enrollment of riparian buffer and mapping for future wetland buffer	
<b>Project Maintenance</b>	
Site visits to McCarter, Shangri La, J&G, NOLT Pysht & Lyre, and Weaver CREP sites with Kent Stokes	CREP
<b>General Outreach &amp; Project Administration</b>	
Outreach to new owners of Bergman farm - contract succession & maintenance	RCPP
CNMP development for Willow-Wist	SH
CNMP development for Maple View	
<b>Golden Sands</b>	
<b>Septic Repairs</b>	
<b>LIVESTOCK WATER QUALITY</b>	
<b>Sitkum FS Road 2900 Drainage Designs</b>	RCO
<b>Pollution Identification</b>	
Progress report and voucher submitted	PIC
<b>Pollution Correction</b>	
All activities listed under <b>Implementation</b> were charged to County	
Livestock TA grant accomplishments, funding request	COUNTY