



# 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 11, 2018**

## MINUTES

**Supervisors Present:** Joe Murray, Chair; Ben Smith, Vice-Chair; Robert Beebe, Auditor; Matt Heins, & Scott Chitwood, Board Supervisors

**Supervisors Absent:**

**Associate Supervisors Present:**

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

**Others Present:** Kirk Sehlmeier, NRCS

**Presiding Officer:** Joe Murray, Chair

**Secretary:** Judy Minnoch

**Meeting called to order at 3:01 PM.**

### **Approval of Minutes**

Matt Heins moved to approve the minutes from November 13, 2018 regular board meeting.

Robert Beebe seconded the motion. Motion approved unanimously.

## REPORTS

### **Staff Reports**

See attached Reports

### **NRCS Report**

Kirk Sehlmeier reported the four Regional Conservation Partnership Program (RCPP) projects he is working on with Conservation District planners, Jennifer and Meghan, are moving forward. Design work is being done by NRCS and Kelly Cahill. Once designs are firmed up payments can be more accurately estimated.

Sarah Tanuvasa, District Conservationist, is coming to Clallam County the third week of January and will be approving some of the RCPP projects at that time.

### **Treasurer's Report**

Matt Heins moved to approve the November 2018 Treasurer's report and approve for payment electronic funds transfers and checks described as FF 9892-9917 and SCB 267-268 dated November 1-30, 2018 in the amount of \$45,578.32.

Ben Smith seconded the motion. Motion approved unanimously.

### **Announcements/Public Comment**

Matt Heins received recognition from Washington Association of Conservation Districts for 5 years of service.

## OLD BUSINESS

### Golden Sands and Dungeness OSS Repair Update

- Athow has received three bids for their septic repair, which is tentatively scheduled for spring when working conditions are better.
- Johnson project received a second bid. Lot consolidation is still required for receiving cost-share funding. Cost-share rate has not yet been determined. The time frame for construction is March or later.
- Environmental Health sent a letter to Williams exploring a buy-out option and a stay and upgrade option. At this time she would like to explore upgrading her current system to meet Environmental Health's requirements so she can stay. She's interested in applying for cost-share funding to make required upgrades to her onsite sewage system.

### Dungeness Well Metering Pilot Project MOU

Ben Smith moved to approve the Memorandum of Understanding between Washington Department of Ecology, Clallam Conservation District and Washington Water Trust as presented.  
Robert Beebe seconded the motion. Motion approved unanimously.

## NEW BUSINESS

### 2019 Election – Set Date, Time, Place

Ben Smith moved to approve Election Resolution 2018-12-01 setting the election date for March 12, 2019 from 3:00 p.m. to 7:00 p.m. at the Armory Square Office Building, 228 W. First Street, Suite H, Port Angeles, WA.  
Matt Heins seconded the motion. Motion approved unanimously.

### Draft 2019 Annual Plan of Work and Budget Review

Drafts of the annual report for 2018 and annual plan for 2019 were distributed for review and feedback prior to the January board meeting.

### Cooperator and Cost-share Agreements

Ben Smith moved to approve the Cooperator Agreement with Mattern and Wilder.  
Robert Beebe seconded the motion. Motion approved unanimously.

Meeting adjourned at 4:25 PM.



*Ben Smith*  
Vice-chair



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## STAFF REPORT - November 2018

STAFF	GRANT
<b>Joe</b>	
<b>General Administration</b>	<b>IM</b>
2019 Annual Plan of Work	
<b>General Outreach &amp; Education</b>	
Newsletter review	
<b>Agricultural Technical Assistance</b>	
Waste and Forage calculation training with NRCS	
Permaculture design assistance for property owners off Woodcock Road	
Palmquist conservation plan	
<b>Low Impact Development &amp; Habitat Outreach &amp; Education</b>	
Orca Recovery Day planning and implementation (15 volunteers & 16 Evergreen State students)	
<b>Low Impact Development &amp; Habitat Technical Assistance</b>	<b>IE</b>
520 plants planted at Sequim Low Water-Use Demonstration Garden for Orca Day	
<b>Watershed/Salmon Recovery Planning</b>	
Puget Sound CDs conference call	<b>RCPP</b>
<b>General Water Conservation Planning &amp; Coordination</b>	
Irrigation availability information to prospective property buyer off River Road	
Water and irrigation issues presentation to WSU Stream Steward trainees (28)	<b>DOE</b>
<b>Project Planning &amp; Implementation</b>	
SPTIA Eureka Main (Boyd) project bidding and contracting	
Agnew/DOT aquifer recharge project planning	<b>PIC</b>
<b>General Outreach &amp; Project Administration</b>	
Budgeting	
<b>AQUIFER RECHARGE &amp; STORAGE</b>	<b>DOE</b>
SPTIA Eureka Main (Boyd) project bidding and contracting	
Agnew/DOT aquifer recharge project planning	
<b>WELL METERING PILOT PROJECT</b>	<b>DOE</b>
Drafted MOU	
Drafted RFP	
Set up grant administration files	<b>PIC</b>
<b>Technical Assistance for Pollution Correction</b>	
Olympic Game Farm conservation plan update	
<b>JENNIFER</b>	
<b>GRANT</b>	
<b>Agricultural Technical Assistance</b>	<b>IM</b>
Waste and forage spreadsheet training with NRCS	
Site visit and planning assistance for Kay Edmiston	
Site visit and technical assistance to Laurie Gasnick (HUAP for horse)	
Site visit and planning assistance to Eric Adolphsen	
Technical assistance to Ernie Kozen (irrigation)	
Site visit and planning assistance to Dan Orr (Mt. Pleasant Rd.)	<b>SH</b>
<b>Tom Johnson</b>	
Project coordination	
<b>Cindy Williams</b>	<b>SH</b>
Project coordination	
<b>Walter &amp; Lori Athow</b>	
Project coordination	<b>RCPP</b>
<b>RCPP</b>	
NRCS EQIP spreadsheets/application for Adolphsen/Jarvis project	

<b>MEGHAN</b>		<b>GRANT</b>
<b>General Outreach &amp; Education</b>		<b>IM</b>
Winter newsletter - electronic and print format		
<b>Agricultural Technical Assistance</b>		
NRCS Training - Waste Cals and Feed and Forage spreadsheets		
Tech. asst. to cattle and pig farm on Fat Cat Lane - reseeding and nutrient management		
Tech. asst. to Palmquist - reseeding and nutrient management (spreading manure)		
<b>Low Impact Development &amp; Habitat Technical Assistance</b>		
Plant sale large orders and regular sale prep.		
<b>Watershed/Salmon Recovery Planning</b>		
NPCLE meeting		
Sitkum voucher		<b>RCO - Sitkum</b>
Coordination of surveying for site 18.3		
<b>Project Implementation</b>		<b>CREP</b>
Weaver site visit - fence inspection with NRCS		
Botkin project sign-off		
<b>General Outreach &amp; Project Administration</b>		<b>RCPP</b>
RMS and CNMP planning for Maple View		
Waste transfer agreement for Willow-Wist		