



# Clallam Conservation District

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## Regular Board Meeting

Online Access via Zoom

January 12, 2021

### MINUTES

**Supervisors Present:** Matt Heins, Chair; Ben Smith, Vice-Chair; Christy Cox, Auditor; Scott Chitwood and Carolyn Wilcox

**Supervisors Absent:**

**Associate Supervisors Present:**

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

**Others Present:** Kirk Sehlmeyer, Natural Resource Conservation Service (NRCS); Jean Fike, SCC Regional Manager; Anne Baxter, Water Quality Specialist with Department of Ecology, Nina Sarmiento, local Dam Sense Rep; Neilu Naini, citizen & farm owner; Alan Chapman, Whatcom County Supervisor and a NW Area Director for WACD

**Presiding Officer:** Matt Heins, Chair

**Secretary:** Judy Minnoch

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

Matt Heins asked to move the OSS agreement to next month.

**Public Comment:**

No comment.

**Approval of Minutes**

Scott Chitwood moved to approve the minutes from the December 8, 2020 board meeting as presented. Christy Cox seconded the motion. Motion approved unanimously.

### REPORTS

**District and NRCS Reports**

See attached for District Report.

Kirk has worked with Meghan on a CREP project with the Quileute Tribe this past month. The Farm Service Agency is backed up due to their programs for COVID so CREP projects may be delayed. Kirk is also currently working on 12 applications for the county.

**Treasurer's Report**

Christy Cox moved to approve the December 2020 Treasurer's report and approval of payments described as checks: FF10284-10292 & 10295 and SB311-313 and electronic funds transfers dated

December 1-31, 2020 in the amount of \$43,016.70. Carolyn Wilcox seconded the motion. Motion approved unanimously.

## **OLD BUSINESS**

### **Dam Sense Presentation by Nina Sarmiento**

Carolyn proposed submitting a letter to public officials in support of lower Snake River dam breaching, which Christy supported. Some other board members asked for more information first.

### **2021 District Supervisor Election Resolution:**

Christy Cox moved to approve the Election Resolution #202101-03 as presented. Ben Smith seconded the motion. Motion approved unanimously.

### **Professional Services Agreement for the Sitkum Road Project Design – Phase 2**

Ben Smith moved to approve the Agreement for the Sitkum Road Project Design with KPFF pending final approval of the scope by the Forest Service.

Scott Chitwood seconded the motion. Motion approved unanimously.

### **Approval of Irrigation Screen/Equipment Loan Agreement**

Ben Smith moved to approve the Irrigation Screen/Equipment Loan Agreement with Sequim Prairie-Tri Irrigation Association as amended with the last paragraph referring to borrower's insurance removed. Christy Cox seconded the motion. Motion approved unanimously.

### **2021 Annual Plan of Work and Budget Approval**

Ben Smith moved to approve the 2021 Annual Plan of Work and Budget.

Scott Chitwood seconded the motion. Motion approved unanimously.

## **NEW BUSINESS**

### **North Olympic Salmon Coalition Field Crew Services Interlocal Agreement Approval**

Christy Cox moved to approve the North Olympic Salmon Coalition (NOSC) Field Crew Services Agreement. Scott Chitwood seconded the motion. Motion approved unanimously.

### **Office 365 Purchase Approval**

Ben Smith moved to table Office 365 purchase approval until next month for further financial analysis. Christy Cox seconded the motion. Motion approved unanimously.

**Executive Session called to order at 5:11PM for employee performance review**

### **Regular Meeting resumed at 5:57PM**

Ben Smith moved to give Judy Minnoch a 1 step increase on the WA State OFM General Service Salary Schedule. Effective January 1, 2021. Christy Cox seconded the motion. Motion approved unanimously.

Ben Smith moved to approve to extend ¾ time for Judy Minnoch through the end of April 2021. Carolyn Wilcox seconded the motion. Motion approved unanimously.

**Meeting adjourned at 6:03PM.**

