



# Clallam Conservation District

228 W. First Street, Suite H Port Angeles, WA 98362 www.clallamcd.org 360-775-3747 Fax: 360-775-3749

## Regular Board Meeting

Online Access via Zoom

October 12, 2021

## MINUTES

**Supervisors Present:** Christy Cox, Chair; Bennett Smith, Vice-Chair; Carolyn Wilcox, Auditor; Matthew Heins, Lori DeLorm

**Supervisors Absent:**

**Associate Supervisors Present:** none

**Staff Present:** Kim Williams, District Manager; Jennifer Bond, Conservation Planner; Judy Minnoch, Bookkeeper/Administrative Assistant

**Others Present:** Jean Fike, SCC Regional Manager, Alan Chapman, Whatcom Conservation District Supervisor and NW Area Director for WACD, Susan Chadd, citizen; Kari Williamson, citizen; Anne Baxter, Water Quality Specialist with Dept. of Ecology; Susannah Spock, Futurewise Livable Communities Project manager

**Presiding Officer:** Christy Cox, Chair

**Secretary:** Judy Minnoch

**Meeting called to order at 3:02 PM.**

### Public Comment:

Anne Baxter recently received a complaint regarding improper manure management. Clallam County Environmental Health is handling that complaint and plans to refer the landowner to the district for assistance. Susan Chadd and Kari Williamson are interested in what the district has to offer small forest land owners. As forest owners they are interested in promoting and collaborating with CCD in areas such as, healthy forest diversity best management practices, forest stewardship, and forest education. They are also interested in becoming associate supervisors. Jennifer gave a brief overview of forestry assistance that the District provides. The Natural Resource Conservation Service also offers assistance to forest landowners.

### Approval of Minutes

Matthew Heins moved to approve the minutes from the September 14, 2021, regular board meeting as amended. Ben Smith seconded the motion. Motion approved unanimously.

## REPORTS

### District

Kim – Met with Matt and toured around the Sequim Area, including Golden Sands. Had a successful Orca Recovery Week with 7 different events and a large turnout including community members Casey Duff, who is Maria Cantwell's Outreach Director for the Olympic Peninsula, He expressed that he and his office were in full support of CCD's work and offered letters of support or email support to help get projects done. After the Dungeness River Education Talk, met with the Jamestown S'kallam Tribe natural resources staff. Hillton Turnbull asked for technical and financial assistance and planting Rivers Edge floodplain forest. He is interested in assistance with writing a planting plan, species list, and financial assistance to help source and

purchase the plants. River's Edge Revegetation site is 52 acres and plants will be planted on 6-8 foot centers so it will need approx. 36,000-63,000 plants. This is a possible good fit for Shellfish funding. This is a perfect opportunity to work with many of our partners.

Jennifer – Held one farm tour in September which resulted in a few site visits, one of which cooperated to develop a conservation plan and is pursuing fencing and riparian restoration. Met with Danny, CEO of Angeles Millworks and Mark Bowman, North Olympic Development Council (NODC) to discuss how Angeles Millworks could potentially partner with the district to offer farm equipment rental. No onsite septic system (OSS) referrals yet, but Lori DeLorm is referring several properties along Matriotti Creek with suspected OSS deficiencies shortly.

Judy – meeting with Metron-Farnier rep, Charlie Prosch to diagnose technical issues on several meters in the field this Thursday. There may be a need to contract out this work in the future.

### **Commission Reports**

Jean Fike stated that Carol Smith announced her retirement from the commission. Jean reported that there are new cultural resources forms on the Commission website. The Commission adopted the recommendations of the joint committee on elections.

### **WACD**

WACD has a meeting next month to look over Annual meeting preparations. A notice should be coming out soon for presentations. One of the subjects that will be mentioned is to change the bylaws so you don't have to be physically present at the annual meeting to vote.

### **Supervisors**

Thank you to staff for putting Orca Recovery week. It was well attended. The county's portion is well underway with Dungeness levy set back

### **Treasurer's Report**

Ben Smith moved to approve the September 2021 Treasurer's report and approval of payments described as checks: FF10414-10427, SB330 and electronic fund transfers dated September 1-30, 2021 in the amount of \$263,084.42. Matt Heins seconded the motion. Motion approved unanimously.

### **OLD BUSINESS**

#### **Next steps for Board policies and accountability, discussion**

Sample board policies were sent out as a springboard to develop Board Policies. Kim will do the first edit of these policies and present it to the board members for next steps on developing this policy.

### **NEW BUSINESS**

#### **Kim Williams Full-time Status**

Ben Smith moved to approve Kim Williams to change to Full-Time Status as of October 1, 2021. Matt Heins seconded the motion. Motion approved unanimously.

#### **Elections Resolution**

Ben Smith moved to approve Election Resolution #202110-04 as amended. Matt Heins seconded the motion. Motion approved unanimously.

#### **WACD resolution process / Annual Meeting**

Ben Smith moved to approve \$150 for Clallam Conservation District to attend the WACD Annual conference virtual attendance. Matt seconded the motion. Motion approved unanimously.

**Meeting adjourned at 5:10 PM.**





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## Clallam Conservation District Election Resolution

Resolution # 202110-04

October 12, 2021

It is RESOLVED Clallam Conservation District (CCD), office located in the Armory Square Office Building at 228 W 1<sup>st</sup> St, Ste. H, Port Angeles, WA 98362, will hold a poll site and mail-in election for CCD Board of Supervisors elected position currently held by Christy Cox, which expires in May of 2022. The election will be held on Tuesday, March 15, 2022 from 12:00PM until 8:00PM at the CCD office.

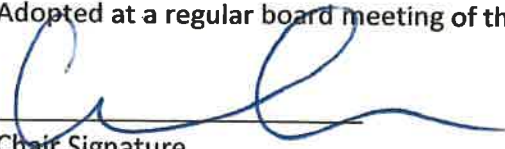
CCD's Board of Supervisors appointed position, currently held by Matthew Heins, also expires in May of 2022. Applications for Appointed position are due to the Conservation Commission by March 31, 2022.

The election supervisor will be Judy Minnoch, who has attended the WA Conservation Commissions Election training. Contact information is [judy.minnoch@clallamcd.org](mailto:judy.minnoch@clallamcd.org), 360-775-3747x4.

The filing deadline for candidates to file their candidate required information is February 8, 2022 by 5:00PM and must be filed at CCD Office or emailed to the Election Supervisor.

The last day that voters may request that a ballot be mailed to them is February 15, 2022. Requests can be made online at [clallamcd.org/mail-in-ballot-request](http://clallamcd.org/mail-in-ballot-request) or by phone, 360-775-3747x4. Absentee ballots may also be picked up at the CCD office. Ballots may be returned by mail or via drop-box at the CCD office and must be received by Tuesday, March 15, 2022 at 8:00PM.

Adopted at a regular board meeting of the District Board of Supervisors on October 12, 2021.

  
Chair Signature  
District Supervisor