



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
December 14, 2021

MINUTES

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

Supervisors Absent: Matthew Heins

Associate Supervisors Present: Susannah Spock, Cathy Lucero

Staff Present: Kim Williams, District Manager; Meghan Adamire and Jennifer Bond, Conservation Planners; Judy Minnoch, Bookkeeper/Administrative Assistant

Others Present: Jean Fike, SCC Regional Manager, Alan Chapman, Whatcom Conservation District Supervisor and NW Area Director for WACD; Justin Urresti, NRCS

Presiding Officer: Christy Cox, Chair

Secretary: Judy Minnoch

Meeting called to order at 3:00 PM.

Public Comment:

Approval of Minutes

Ben Smith moved to approve the minutes from the November 9, 2021 regular board meeting. Carolyn Wilcox seconded the motion. Motion approved unanimously.

REPORTS

District

Kim – Priority activities have been financial operations. Workload projections have been presented to the staff to emphasize the importance of charging proper time to grants. Irrigation project have stepped up. Planning for 5 irrigation projects have begun. Kim and Judy assisted Joe with finalizing and submitting a federal waterSMART grant for four of the irrigation projects. Kim has been working with Carol Creasy, getting her letters of support and planning some financial assistance for the Off Channel Reservoir. Kim got final signatures to amend the agreement with Agnew Irrigation District. Other activities include updating of the annual plan for approval in January. Followed up and met with Ingrid Carmean regarding the western Bumblebee.

Meghan – The Forest Service 2900 Road in the Sitkum watershed was significantly damaged during the mid-November flooding. Thankfully there was no damage to the four culverts we assisted with replacing from milepost 15.3 to 18.1 all, but there was damage to one of three culverts that we are currently designing with RCO SRFB funds. The designs are 90% complete, so a grant extension may be requested if that designs needs modifications. Meghan also mentioned we assisted Clallam County Noxious Weed Control Board with getting 17 volunteers to help with their pollinator planting projects near the Deer Park overpass and the Olympic

Discovery Trail near Shore Road. Noxious weeds were removed from these sites and native pollinator species are being installed to replace them. Cathy Lucero thanked the Conservation District for our help, and mentioned that they have been doing these plantings for about five years now. They will need volunteer help again this summer with watering as well.

Jennifer – Clallam County Environmental Health has a new Pollution Identification and Correction (PIC) coordinator, Katie Kowal. Jen is meeting with her soon to discuss PIC implementation. Jennifer met with a landowner that recently purchased a home directly adjacent to Meadowbrook Slough. This property has a long history of solid waste issues and the onsite septic system is suspected to be failing. The new owner is very cooperative and has asked if there is assistance to help him remove solid waste from the property and evaluate the soils for potential contamination. His plans are to clean up the property, replant along Meadowbrook Slough, and use the property as his primary residence. Jen asked for Board input regarding moving forward with assistance on this parcel. Ben suggested providing technical assistance and referrals to specialists that can help analyze for soil contamination. Lori pointed out that this a very high priority cleanup project because of the long history of environmental concerns and close proximity to the Dungeness River and bay. Jean Fike said that may be a potential fit for Shellfish funding and that she would coordinate with Jen.

Joe Holtrop (contracted) – See attached report.

NRCS

Justin Urresti started mid-November. He is diving into working on several new projects, and has 15 existing active contracts he is working on as well. He is working on getting Environmental Quality Incentives Program (EQIP) applicants qualified for the program before the February 24, 2022 deadline.

Washington State Conservation Commission

Jean Fike said the Commission in process of hiring a new executive director. The last round of interviews is tomorrow.

WACD

None.

Supervisors

None.

Treasurer's Report

Ben Smith moved to approve the November 2021 Treasurer's report and approval of payments described as checks: FF10444, 10446-10449, 10451-10459; SB331 and electronic fund transfers dated November 1-30, 2021 in the amount of \$23,995.41.

Carolyn Wilcox seconded the motion. Motion approved unanimously.

NEW BUSINESS

Herbicide license renewal

Ben Smith moved to approve CCD pay for up to \$250 annually as well as necessary staff time for Kim Williams to maintain her Herbicide license.

Carolyn Wilcox seconded the motion. Motion approved unanimously.

Resolution for water SMART grant proposal: Sequim Prairie Tri-Irrigation Association, Irrigation Efficiencies and Improvement Project

Ben Smith moved to approve the WaterSMART Proposal Resolution #202112-03 as presented.

Lori DeLorm seconded the motion. Motion approved unanimously.

MOU with SPTIA

Ben Smith moved to approve the Memo of understanding between Sequim Prairie Tri-Irrigation Association and Clallam Conservation District for the Irrigation Efficiencies projects as presented.

Lori DeLorm seconded the motion. Motion approved unanimously.

Orca Recovery Week Partner Thank You Letter

Carolyn Wilcox moved to approve the Orca Recovery Week Partner thank you letter as presented.

Ben Smith seconded the motion. Motion approved unanimously.

State Audit start letter

Ben Smith moved to approve the start letter for the Audit.

Carolyn Wilcox seconded the motion. Motion approved unanimously.

Grant Deliverables Update

The Board liked the format and information presented on the grant deliverables, and expressed interest in seeing updates to this quarterly.

Review 2022 Workplan

The Board reviewed the draft 2022 Workplan. Staff will refine the document and present it for approval at the January meeting.

Kim Williams Six-Month Review Process

Christy and Ben will perform the six month review for Kim and report back to the board in an executive session in January 2022.

Cooperator Agreement

Ben Smith moved to approve the Cooperator Agreement for Kari Payne.

Lori DeLorm seconded the motion. Motion approved unanimously.

OLD BUSINESS

Holiday Policy

Ben Smith moved to approve the revised Holiday Policy as presented to include one floating holiday.

Carolyn Wilcox seconded the motion. Motion approved unanimously.

Supervisor Policy

The Board began editing the draft Supervisor Policy, and will continue to review the document during future meetings.

Meeting adjourned at 6:05PM.

Kim Williams 1/13/22
Cul 1/13/22



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Clallam Conservation District waterSMART proposal Resolution
Resolution # 202112-03
December 14, 2021

It is resolved that the Clallam Conservation District Board of Supervisors: Christy Cox, Chair; Bennett Smith, Vice-Chair; Carolyn Wilcox, Auditor; and members Mathew Heins and Lori DeLorm agree to commit to financial and legal obligations associated with the receipt of a financial assistance award from the Bureau of Reclamation for WaterSMART Environmental Resources Projects fiscal year 2022.

Now therefore, be it resolved that the Board of Supervisors agrees and authorizes that:

1. The Board has reviewed and supports the proposal submitted: Sequim Prairie-Tri Irrigation Association Irrigation Efficiencies and Improvement Project.
2. Adequate funds, to meet the grant matching requirements are available or anticipated to be available from the Washington State Conservation Commission, Department of Fish and Wildlife and Sequim Prairie-Tri Irrigation Association, and these entities are committed to the project.
3. And, if selected, the Clallam Conservation District will work diligently with the Bureau of Reclamation to meet established deadlines for entering into a cooperative agreement.

Adopted at a regular board meeting of the District Board of Supervisors on December 14, 2021.



Christy Cox, Chair Signature



Kim Williams, District Manager

November Monthly Team Activities Tracking

Employee Name	Long Range Goals	Deliverables	Activities and Updates
1 Jennifer Bond		Deliverables	Notes
2 Activities			
3 NTA/PIC	Healthy Soils Water Quality	1 site visit, planning	Site visit to review draft conservation plan & alternatives (Meadowbrook Cr. area)
4 PIC	Healthy Soils Water Quality	1 site visit, tech. assistance	Site visit to 1 property (PIC referrals, Matriotti Cr)
5 Farm Planning	Water Quality	1 soil test interpretation	Soil test interpretation to 1 farmer
6 Shellfish	Enhance and Restore Habitat Education Outreach and Education	planning - 2 webinars	Planning/promo 2 winter webinars
7 County	Outreach and Education Water Quality	TA for manure mgmt.	Provided TA to 1 landowner referred for manure storage issues
8 Judy Minnoch		Deliverables	Notes
9 Activities			
10 Well metering	Water Quality	5 meters distributed 2 installation reimbursed 6 non-transmitting meters fixed	Attended annual DWE advisory Committee mtg -Nov usage: ave. household is ~ 107 gal/day working on creating a report to show month by month average usage.
11 Plant Sale	Outreach and Education	To Date a total of 168 orders	
12 Elections	District Operations	Resolution Passed, Legal notification published in Oct.	preparing press release in Dec.
13 Kim Williams		Deliverables	Notes
14 Activities			
15 Partners/ Meetings	District Operations	Letter of support to county	DRMT, WACD, PSCD caucus meeting, funding with Carol Cready, Strait ERN LJO, IE steering committee meeting, Dungeness Water Exchange, Conservation Futures
16 Financial Operations	District Operations	Financial audit started	Vouchering, workload projections, Annual Work Plan, Projected 2022 budget, Prep technical assistance budgets
17 Board and Governance			
18 Policy and Procedures	District Operations	Compiled draft	Developed Supervisor policies, values and mission statement
19 Project Planning			
20 Rivers Edge Reveg	Enhance and Restore Habitat	Shellfish application submitted on CPDS. Timeline created for all the partners.	Rivers Edge Reveg, planting plan and spp. list, developing Shellfish application
21 Meghan Adamire		Deliverables	Notes
22 Activities			
23 Farm Planning	Healthy Soils Water Quality	Planning for 1 farm plan	Site visit and continued planning for alpaca farm (Port Angeles).
24 Farm BMP Implementation	Healthy Soils Water Quality	1 HUA constructed	Site visit to look at completed HUA on hobby farm (Indian Valley).
25 Farm TA	Healthy Soils Water Quality	TA to 3 landowners	Assistance to 1 on managing manure (Elwha), 1 for hayland soil test interpretation (Sequim), 1 on hay testing (Port Angeles).
26 Farm Education	Healthy Soils Water Quality	Planning for 2 workshops	Press release, promotion on Facebook and event sign-up on website.

Employee Name	Long Range Goals	Deliverables	Activities and Updates
27 CREP	Enhance and Restore Habitat	CREP enrollment	Site visits with WCC to Clallam Bay CREP project - maintenance coordination. CREP promotional video for NOLIT annual meeting. Planning for 2022 Quillayute R. planting. Planning and maps for 2 potential new projects.
28 Volunteer Restoration Planting	Enhance and Restore Habitat Education Outreach and	2 native planting events (7,837 plants installed, 17 volunteers donated 49 hours)	Partnered with Clallam County Noxious Weed Control Board to provide CCD volunteers to assist with pollinator plantings at Deer Park Road and ODT Berm (near Shore Road).
29 Riparian Restoration	Enhance and Restore Habitat	Riparian planting	Assisted with planning for River Edge revegetation project.
30 Riparian Restoration	Enhance and Restore Habitat	Fish passage barrier correction	Continued assistance to Quillayute Tribe on landowner outreach for habitat surveys to prioritize fish passage barrier projects.
31 Forestland TA	Enhance and Restore Habitat	TA to 1 landowner	Assistance provided to 1 on forestry programs (Forks).
32 Forest Road Improvement	Enhance and Restore Habitat	Designs	Continued coordination with USFS and engineer on water crossing designs for Sitkum FS 2900 Road.
33 Meetings	Collaboration Enhance and Restore Habitat	Participation in salmon lead entity meetings.	Participation at NPCL & NOPL meetings.

MONTHLY REPORT – Joe Holtrop

November 2021 - Total Hours for Month = 70

Project	Activity	Status and Next Steps
Agnew Irrigation District (AID) Piping Projects	Finalized Irrigation Efficiencies cost-share amendment. Inspected South Barr Road piping.	Cost-share increased from \$260,000 to \$360,000 and cost-share rate increased from 65% to 85%. Canal inlet and approximately 1,200 feet of 12" pipe installed. Project on hold due to weather.
AID McDonald Creek Diversion	Arranged for and assisted with Mason CD survey of diversion dam and McDonald Creek sag pipe inlet elevations.	Elevation difference does not allow for lowering diversion. No more activity planned.
Sequim Prairie-Tri Irrigation Association (SPTIA) Eureka-Independent Piping Project	Continued project planning. Continual follow-up with Jon Culp at WSCC - IE contract approval. Meeting with SPTIA board. Meeting with engineer and SPTIA. Drafted MOU. Drafted Landowner Acknowledgement form. Consulted with Jamestown S'Klallam Tribe - cultural resources compliance. Bureau of Reclamation WaterSMART grant application.	District to purchase pipe for new Independent to Eureka connection; Jamestown Excavating to install before 2022 irrigation season; Jamestown S'Klallam Tribal archeologist to complete survey. SPTIA and engineer to continue planning for Shaw piping scheduled for fall 2022 construction. WaterSMART application due Dec 9.
SPTIA Sequim Prairie Main Piping Projects	Continued project planning. Meeting with SPTIA board. Drafted MOU. Drafted Landowner Acknowledgement form. WaterSMART grant application.	WaterSMART application due Dec 9. Planning and engineering to continue in late spring 2022.
SPTIA Evans Road Piping Project	Inspected Sunland seeding. Organized project photos. Reviewed landowner easement issues.	Seeding germinating slowly. Drafted landowner Acknowledgement form for use on future projects.
Sequim Prairie-Dungeness Irrigation District Diversion Improvement Project	Consultation with WDFW on problem statement, alternative solutions, and cost estimate. Bureau of Reclamation WaterSMART grant application.	WDFW continuing to coordinate with irrigators and alternative solutions. WaterSMART application due Dec 9.
Reservoir	Coordinated with County and WWT on IE and WaterSMART grant applications. Attended NRCS RCPP online presentations.	County/WWT agreed not to submit WaterSMART application this year, later requested letter of support.
Other	Participated in WSCC-hosted IEP strategy meeting. Prepared weekly activity report, monthly report.	