



Clallam Conservation District

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Regular Board Meeting

Online Access via Zoom

February 9, 2021

MINUTES

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

Supervisors Absent:

Associate Supervisors Present: Cathy Lucero

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

Others Present: Kirk Sehlmeier, Natural Resources Conservation Service (NRCS); Jean Fike, SCC Regional Manager; Anne Baxter, Water Quality Specialist with Department of Ecology; Alan Chapman, Whatcom Conservation District Supervisor and NW Area Director for WACD; Al Latham, Chair of Jefferson County Conservation District; Lori DeLorm, Jamestown S'Klallam Tribe; Lige Christian, Jefferson County Conservation District Supervisor.

Presiding Officer: Matt Heins, Chair

Secretary: Judy Minnoch

Meeting called to order at 3:00PM.

Christy Cox moved to change the agenda by moving the Interlocal agreement with Jefferson County Conservation District to the beginning of Old Business at 3:55. Carolyn Wilcox seconded the motion. Motion approve unanimously.

Christy Cox moved to add to the agenda a discussion of the process to hire a new Executive Director. Ben Smith seconded the motion. Motion approve unanimously.

Postponed the approval of the On-Call Cultural Resources Consultant Agreement to next month's meeting.

Public Comment:

Ann Baxter from Department of Ecology reported that follow-up on complaints has been challenging because of staff turnover, and she is working to address that issue. She is coordinating with Jennifer Bond and Meghan Adamire to address Clallam County water quality complaints.

Approval of Minutes

Christy Cox moved to approve the minutes from the January 12, 2021 board meeting as amended by Ben Smith. Scott Chitwood seconded the motion. Motion approved unanimously.

Christy Cox moved to approve the minutes from the January 25, 2021 special board meeting as presented.

Ben Smith seconded the motion. Motion approved unanimously.

REPORTS

District, NRCS & Commission Reports

See attached for District Report.

Kirk Sehlmeier reported he has been working with the Quileute Tribe on a contract, and feels we should keep the discussions going with them to pursue Regional Conservation Partnership Program (RCPP) funding in 2021. It is unknown when proposals are due this year, however typically it is in the fall.

Jean Fike reported the Commission has been working on how districts are run and the role board supervisors have as a governing body. She is willing to schedule a meeting for further training of supervisors if needed.

Supervisor's Report

Carolyn has been working on the Big Boy Pond project along with Joe and Meghan, and has also been pursuing efforts to promote street trees in Port Angeles. There might be an addition to our newsletter that will talk about how street trees involve stormwater and urban forests. She has also been attending the National Association of Conservation Districts meeting, and found the topic of diversity in an organization useful, including recommendations to conduct a diversity audit and form a diversity task force.

Christy reported the County Solid Waste Advisory Committee has a meeting tonight at 6:30 and encouraged others to attend. The City of Port Angeles Climate Resiliency Committee has hired a Consultant.

Ben reported the Dungeness Off-Channel reservoir project on River Road is moving along with a draft request for qualification for final design currently out for review by project partners.

Treasurer's Report

Christy Cox moved to approve the January 2021 Treasurer's report and approval of payments described as checks: FF10296-10310 and SB314-316 and electronic funds transfers dated January 1-31, 2021 in the amount of \$39,937.71.

Ben Smith seconded the motion. Motion approved unanimously.

Ben Smith moved to move the funds in the expiring CD to the Sound Community Bank eMoney Maker account.

Scott Chitwood seconded the motion. Motion approved unanimously.

OLD BUSINESS

Interlocal Agreement between Jefferson County Conservation District and Clallam Conservation District

Ben Smith Moved to form a subcommittee of Ben Smith and Christy Cox to move forward with development of the Interlocal Agreement to contract 50 percent of Joe Holtrop's time to Jefferson County Conservation District.

Scott Chitwood seconded the motion. Motion approved unanimously.

Carolyn Wilcox moved to approve for Christy Cox and Ben Smith to serve as the executive director hiring process development committee.

Christy Cox seconded the motion. Motion approved unanimously.

Office 365 Purchase Approval

Christy Cox moved to postpone the decision to purchase Office 365 until we have a new Executive Director. Ben Smith seconded the motion. Motion approved, 4 approved 1 opposed.

Approval of New Onsite Septic System Cost-Share Applicant Agreement

Ben Smith moved to approve the Onsite Septic System Cost-Share Applicant Agreement as amended. Carolyn Wilcox seconded the motion. Motion approved unanimously.

NEW BUSINESS

Appoint Representative and Alternate for the Conservation Futures Committee

Ben Smith moved to appoint the Executive Director to be a representative and Planner as an alternate representative for the Conservation Futures Committee.

Scott Chitwood seconded the motion. Motion approved unanimously.

Cooperator Agreements

Ben Smith moved to approve a Cooperator Agreement with Jennifer and Frank Kochensash.

Scott Chitwood seconded the motion. Motion approved unanimously.

Ben Smith moved to approve a Cooperator Agreement with Jason and Ashley Baar.

Scott Chitwood seconded the motion. Motion approved unanimously.

Employee Reviews

Ben Smith moved to give Jennifer Bond and Meghan Adamire each a 1 step increase on the WA State OFM General Service Salary Schedule. Effective February 1, 2021.

Carolyn Wilcox seconded the motion. Motion approved unanimously.

Meeting adjourned at 5:26PM.

