



# Clallam Conservation District

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## Regular Board Meeting

Online Access via Zoom

March 9, 2021

## MINUTES

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

**Supervisors Absent:** Carolyn Wilcox

**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 Resources Conservation Service (NRCS); 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 & Board Supervisor Candidate; Nina Sarmiento, Board Supervisor Candidate

**Presiding Officer:** Matt Heins, Chair

**Secretary:** Judy Minnoch

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

**Public Comment:**

None

**Approval of Minutes**

Ben Smith moved to approve the minutes from the February 9, 2021 board meeting as presented. Scott Chitwood seconded the motion. Motion approved unanimously.

Ben Smith moved to approve the minutes from the February 25, 2021 special board meeting as presented. Scott Chitwood seconded the motion. Motion approved unanimously.

## REPORTS

**District, NRCS & Commission Reports**

See attached for District Report.

Kirk from NRCS reported a landowner the District and NRCS are working with completed a fence along Agnew Creek through RCPP.

### **Treasurer's Report**

Ben Smith moved to approve the February 2021 Treasurer's report and approval of payments described as checks: FF10311-10314, 10316-10327 and SB317-318 and electronic funds transfers dated February 1-28, 2021 in the amount of \$54,393.64. Christy Cox seconded the motion. Motion approved unanimously.

### **OLD BUSINESS**

#### **Interlocal Agreement between Jefferson County Conservation District and Clallam Conservation District**

Ben Smith moved to approve the Interlocal Agreement to contract Joe Holtrop's time to Jefferson County Conservation District. Scott Chitwood seconded the motion. Motion approved unanimously.

#### **Executive Director Recruitment Update and Job Description/Announcement Approval**

Scott Chitwood moved to approve the District Manager job description and announcement. Ben Smith seconded the motion. Motion approved unanimously.

Christy Cox moved to approve the District Manager hiring plan as amended by the board. Scott Chitwood seconded the motion. Motion approved unanimously.

Ben Smith moved to ask the Port Angeles Police Department to step-up patrol on March 19, 2021 until late when poll officers will be exiting the building. Christy Cox seconded the motion. Motion approved unanimously.

It was decided that the election supervisor will contact the supervisor candidates within 24 hours of the election to let them know the results. This contact will be followed up by an email for written record of the contact.

#### **On-call Cultural Resources Consultant Agreement**

The Board directed staff to prepare contracts with the two firms that submitted the lowest bids and present those contracts for approval at the next Board meeting.

### **NEW BUSINESS**

#### **Approval of Contract with Coast Salmon Foundation for Landowner Outreach**

Ben Smith moved to approve a contract with Coast Salmon Foundation for Landowner Outreach. Scott Chitwood seconded the motion. Motion approved unanimously.

#### **Farm Equipment Rental Program**

Board members are concerned about the staff time necessary to implement this program and issues with storing, delivering and maintaining equipment. Board directed staff to coordinate with WSU Extension and other partner organizations, such as the North Olympic Development Council and North Olympic Land Trust to see what support they can provide. Interest was expressed for partnering with an existing equipment rental business or a farmer to coordinate equipment storage, maintenance, and rental transactions. Board asked staff to provide an update at the next meeting.

**Meeting adjourned at 5:23PM.**

