



Clallam Conservation District

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Regular Board Meeting
Online Access via Zoom
June 8, 2021

MINUTES

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

Supervisors Absent:

Associate Supervisors Present:

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

Others Present: Anne Baxter, Department of Ecology, Alan Chapman, Whatcom Conservation District Supervisor and NW Area board for WACD; Lindsey, citizen; Kasia, citizen;

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 May 11, 2021 regular board meeting as presented. Christy Cox seconded the motion. Motion approved unanimously.

Ben Smith moved to approve the minutes from the May 18, 2021 special board meeting as presented. Christy Cox seconded the motion. Motion approved unanimously.

ELECTION OF OFFICER

Ben Smith moved to nominate Christy Cox as Chair of the Board. Christy Cox accepted. Carolyn Wilcox seconded the motion. Motion approved unanimously.

Carolyn Wilcox moved to nominate Ben Smith as Vice-Chair for another year. Ben Smith accepted the nomination. Christy Cox seconded the motion. Motion approved unanimously.

Christy Cox nominated Carolyn Wilcox as Auditor. Carolyn Accepted. Ben Smith moved to approve Carolyn as Auditor. Christy Cox seconded the motion. Motion approved unanimously.

REPORTS

District

See attached reports.

NRCS

None.

Commission Reports

Jean Fike reported that budget preparations for next biennium's WSCC grants are nearly completed. The new biennium begins July 1.

WACD – Alan Chapman gave a reminder that WADE starts next week. The finance committee is actively working on the next budget and it will be a topic of discussion at the next meeting in two weeks. Two areas that WACD is in process of revamping are the elections and the annual meeting. With the elections, WACD is examining how they are currently done as well as taking notice of how other areas, such as Oregon and Minnesota, elect their district supervisors. And, at the annual meeting, WACD is considering whether to hold the meeting virtually, in-person, or use a hybrid model and possibly include small sessions.

Supervisor Comments

Matt Heins noticed on his travels across the country, signage was posted at the borders of conservation districts. He proposed adding signage to Clallam CD's borders that would read 'Entering Clallam Conservation District'. He will look into this and report back.

Treasurer's Report

Ben Smith moved to approve the May 2021 Treasurer's report and approval of payments described as checks: FF10355-10367 and SB323-324 and electronic fund transfers dated May 1-31, 2021 in the amount of \$50,819.38. Christy Cox seconded the motion. Motion approved unanimously.

NEW BUSINESS

Approve 75% time for Kim Williams

Ben Smith moved to approve Kim Williams start employment at ¾-time and review again in 3 months. Christy Cox seconded the motion. Motion approved unanimously.

Final HR Report from Ben & Christy

Christy Cox requested feedback be given to her and Ben Smith on the recent hiring process so notes can be taken for potential changes to make in the future.

Approve Title and Pay Change for Joe Holtrop

Christy Cox moved to approve a change in position for Joe Holtrop, from Executive Director to Conservation Planner at Salary Range 74, Step A on the WA State OFM General Service Salary Schedule for Non-Represented Employees effective July 1, 2021.

Ben Smith seconded the motion. Motion approved unanimously.

OLD BUSINESS

Approve Program Development Draft Procedures

The Board discussed some modifications to the draft procedure as presented, and tabled the item until a future meeting. They also discussed the need for a policy and procedure on how to add an item to the agenda. Kim Williams and Jen Bond will work together on these items to bring to July's meeting for review.

Carolyn Wilcox motioned to have a policy and procedure on how to add an item the agenda.

Christy Cox seconded the motion. Motion approved unanimously.

Evaluation Criteria for OSS Cost Share Applicants

This evaluation criteria is specifically for project applicants located outside of PIC project areas. This evaluation criteria enables a sub-committee of the Board to evaluate high priority referrals from Clallam County Environmental Health for cost share assistance.

Ben Smith moved to approve the evaluation criteria with amendments of striking No. 5 and change May 2022 to May 2021. Lori DeLorm seconded the motion. Motion approved unanimously.

Ben Smith moved for Matt Heins and Lori DeLorm to set-up a sub-committee to evaluate OSS cost share applicants located outside of PIC areas. Lori DeLorm seconded the motion. Motion approved unanimously.

Approve Supervisor Complaint Policy

Ben Smith asked Jean Fike for reference, if available, in regards to governance policies that could allow the District Manager to have proper latitude with the staff. He has also asked Carolyn Wilcox for her edits of the document and will incorporate these changes and present them at the next board meeting.

Approve Tier 1 AgWeather Station Service Agreement

Ben Smith moved to approve the service agreement with WSU for Tier 1 AgWeatherNet Station. Lori DeLorm seconded the motion. Motion approved unanimously.

NEW BUSINESS

Approve Data Sharing Agreement with State Auditor’s Office

Ben Smith moved to approve the Interagency Data Sharing Agreement with State Auditor’s Office. Lori DeLorm seconded the motion. Motion approved unanimously.

Event Registration Liability Release Form

Meghan Adamire presented a draft online event registration form. This will be a working document to release liability and refer participants to CDC guidelines for Covid-19 protocols to follow during events.

Carolyn Wilcox recommended to keep the wording more general, such as replacing COVID-19 with “Pandemic”.

Approve Conservation Commission Master Contract

Ben Smith moved to approve the Conservation Commission Master Contract for FY 2021-2023 as presented. Lori DeLorm seconded the motion. Motion approved unanimously.

Approve Authorized Signatures Form

Ben Smith moved to approve the Conservation Commission Authorized Signatures Form. Christy, Carolyn, Ben, Kim, and Judy Carolyn Wilcox seconded the motion. Motion approved unanimously.

Approve Removal and Addition of signers on Bank Accounts

Ben Smith moved to remove Joe Holtrop and add Kim Williams as a signer on the First Federal and Sound Community Bank accounts. Carolyn Wilcox seconded the motion. Motion approved unanimously.

Welcome Lori DeLorm and welcome Kim Williams to the district.

Meeting adjourned at 4:59PM.

Kim Williams 7/14/21 *[Signature]* 7/13/21