



Clallam Conservation District

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Regular Board Meeting
Online Access via Zoom
January 11, 2022

MINUTES

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

Supervisors Absent:

Associate Supervisors Present: Susannah Spock

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

Others Present: Julie Knobel, community member; Alan Chapman, Whatcom Conservation District Supervisor and NW Area Director for WACD; Joseph Gish, community member

Presiding Officer: Christy Cox, Chair

Secretary: Judy Minnoch

Meeting called to order at 3:01 PM.

Public Comment:

None.

Approval of Minutes

Matt Heins moved to approve the minutes as amended from the December 9, 2021 regular board meeting. Ben Smith seconded the motion. Motion approved unanimously.

REPORTS

District

Kim – The primary focus this month has been on completing the 2021 annual report, finalizing the 2022 work plan, the annual review for Judy Minnoch as well as 6 month self-evaluation. These activities focused on budgets and future planning. The district received the funding from Shellfish for the River's Edge project partnering with Jamestown Tribe.

Meghan – Provided an update on the Sitkum projects. The November flood damaged the USFS 2900 Road in several locations. All four of the culvert replacement projects we have assisted with replacing (milepost 15.7 to 18.3) were not damaged at all. One of the pipes we are currently funding for design did suffer damage, Meghan will be working with the FS to have our engineer update the design and to see if the District can be of assistance in pursuing funding for implementation of that project as well as the other two in design phase.

Jennifer – Site visit with Meghan to review potential CREP enrollment along the headwaters of Meadowbrook Creek. Landowners are also interested in pursuing wetland plantings and utilizing volunteers to assist with planting projects. Jennifer provided an update on how the district is utilizing Smart Sheet and shared a Smart Sheet template of a portal for board members to access all relevant board meeting documents.

Joe Holtrop (contracted from JCCD) is not present, however, his monthly activity report shows the continued planning on the current irrigation projects.

NRCS

Justin Urresti was not present, but has been in contact with Meghan. She reported Justin is getting to know the area and has been working on several hoop house contracts, as well as EQIP forestry and livestock contracts.

WACD

Alan Chapman reported there will be another meeting next week with priority topics including the Annual plan. If anyone has items they would like brought up at meetings, please let Alan or Tom Salzer know soon.

Supervisors

Matt Heins shared that he is rejoining the Dungeness River Management Team because of the recent downgrade in water quality.

Christy reminded for everyone to review the two bills regarding district elections, especially HB 1910, which mandates all five Supervisors of Conservation District elections be on the general ballot, and HB 1652 which contains the recommendations on the Joint Committee on Elections.

Treasurer's Report

Ben Smith moved to approve the December 2021 Treasurer's report and approval of payments described as checks: FF10444, 10460-10473 and electronic fund transfers dated December 1-30, 2021 in the amount of \$61,206.89. Matt Heins seconded the motion. Motion approved unanimously.

NEW BUSINESS

Approval of 2022 Annual Work Plan/Budget

Ben Smith moved to approve the 2022 Annual Work Plan/Budget as presented. Carolyn Wilcox seconded the motion. Motion approved unanimously.

Section 125 Flexible Benefits Plan Resolution

Ben Smith moved to approve the IRC Section 125 Flexible Benefits Plan Resolution. Matt Heins seconded the motion. Motion approved unanimously.

Contract with NOSC for WCC crew time

Ben Smith moved to approve the 2022 Contract with the North Olympic Salmon Coalition (NOSC) for Washington Conservation Corps (WCC) crew time. Matt Heins seconded the motion. Motion approved unanimously.

Donations/discussion

The Board discussed options for donations, and suggested that we start with a donation button on the website with a few options if donors wanted to specify which program they would like funds to be used for.

Cooperator

Matt Heins moved to approve the Jamestown S'Klallam Tribe Rivers Edge cost share application at a cost-share rate of 50% for a total of \$50,000 in cost-share. Ben Smith seconded the motion. Motion approved unanimously.

Matt Heins moved to approve a cooperator agreement with applicant 22-001.

Ben Smith seconded the motion. Motion approved unanimously.

Ben Smith moved to approve a cost-share agreement with applicant 22-001 OSS for design at 100% of Design and Permits and 75% of installation cost with a total of \$25,500 in cost-share. Carolyn Wilcox the motion. Motion approved unanimously.

Ben Smith moved to approve the Sequim Prairie Tri-Irrigation Association Cost share contract. Matt Heins seconded the motion. Motion approved unanimously.

Executive Session began at 5:08PM

Regular Meeting resumed at 5:26PM

Ben Smith moved to approve a one-step increase for Kim Williams from Range 67, Step G to Range 67, Step H effective January 1, 2022. Carolyn Wilcox seconded the motion. Motion approved unanimously.

Executive Session began at 5:33PM

Regular Meeting resumed at 5:50PM

Ben Smith Move to approve a one-step increase for Judy Minnoch from Range 44, Step K to Range 44, Step L effective January 1, 2022. Matt Heins seconded the motion. Motion approved unanimously.

OLD BUSINESS

Supervisor Policy

The Board continued editing the draft Supervisor Policy, and will continue to review the document during future meetings. It was decided that the next board meeting go until 7:00 pm to get allow more time to review and edit the Supervisor Policies.

Meeting adjourned at 6:08PM.



Monthly Team Activities Tracking December

Employee Name	Long Range Goals	Deliverables	Activities and Updates
1 Jennifer Bond		Deliverables	Notes
2 - Activities			
3 Farm Planning	Healthy Soils Water Quality	Planning for 1 farm	Continued planning and site visit to pursue riparian plantings for hog and crop farm (Sequim).
4 Farm BMP Implementation	Healthy Soils Water Quality	1 heavy use area protection	4,580 foot HUAP installed on horse farm (Agnew).
5 Farm TA	Healthy Soils Water Quality	1 site visit	TA for horse farm BMPs, soil testing
6 Farm Outreach & Education	Outreach and Education Water Quality	2 webinars	Winter Mgmt. of Poultry (6 in-person participants & 20 views). Putting Native Plants to Use on Your Farm (12 in-person participants & 35 views).
7 Board and Governance	District Operations	1 annual report	Assisted with 2021 Annual Report of Accomplishments
8 OSS	Water Quality	1 site visit	TA for OSS cost share application
9 PIC/OSS	Water Quality	Clean Water Work Group participation	Attended 1 CWWG mtg - PIC/OSS programs
10 PIC/OSS	Water Quality	1 PIC mtg	Met with new PIC coordinator (PIC overview, OSS cost share challenges)
11 Meetings	Healthy Soils Conservation Outreach and Education Water Quality	AgWorks participation	Attended 1 AgWorks mtg (local Ag support)
12			
13 Judy Minnoch		Deliverables	Notes
14 - Activities			
15 Well metering	Water Quality	1 meter distributed, 1 installed	Attended & Reported the DWE Annual Meeting
16 Plant Sale	Enhance and Restore Habitat Outreach and Education	Annual plant sale	227 orders by 12/31/2021
17 Elections	District Operations	Resolution Passed, Legal notification published	Continuing press releases.
18 Kim Williams		Deliverables	Notes
19 - Activities			
20 Partners/ Meetings	District Operations	Current participation	DRMT, WACD, PSCD caucus, County, Strait ERN, Clallam Ag Works, NOPL, Conservation Futures, DWE advisory meeting
21 Financial Operations	District Operations	2021 Annual report, 2022 workplan	Vouchering, annual budgets, projected budgets
22 Board and Governance	District Operations		Developed performance review procedures
23 - Project Planning			
24 Rivers Edge Reveg	Enhance and Restore Habitat	Awarded Shellfish funds, CPDS cost share application	Coordinated schedule and volunteer events.
25 County Reservoir	Water Conservation		Requested funding assistance from IE program
26			
27 Meghan Adamire		Deliverables	Notes
28 - Activities			
29 Farm Planning	Healthy Soils Water Quality	Planning for 2 farm plans	Continued planning and outreach to NRCS on CNWIP and BMPs for alpaca farm (PA), Continued planning for planned cattle/horse farm (PA).
30 Farm BMP Implementation	Healthy Soils Water Quality	1 waste transfer project	Curbing installed to facilitate waste transfer on dairy farm (Sequim).

Employee Name	Long Range Goals	Deliverables	Activities and Updates
31 Farm TA	Healthy Soils Water Quality	TA to 3 landowners	Site visit and TA to 1 donkey farm on HUAP construction (Agnew). Site visit and TA to 1 horse farm on BMPs (Sequim). Site visit and TA to 1 horse farm on BMPs (Joyce).
32 Farm Outreach & Education	Outreach and Education Water Quality	2 webinars	Winter Mgmt. of Poultry (6 in-person participants & 20 views). Putting Native Plants to Use on Your Farm (12 in-person participants & 35 views).
33 CREP	Enhance and Restore Habitat	CREP enrollment	Site visit to potential Meadowbrook Creek CREP project.
34 Meetings	Collaboration Enhance and Restore Habitat	Participation in salmon lead entity meetings.	No NPCLC meeting in December.
35 Project Planning	Enhance and Restore Habitat	Riparian planting	Assisted with planning for River Edge revegetation project.
36 Habitat TA	Enhance and Restore Habitat	TA to 2 landowners	Technical assistance to 1 on native plants along ditch (Sequim). Technical assistance to 1 on riparian habitat (Sequim).
37 Forest Road Improvement	Enhance and Restore Habitat	Designs	Continued coordination with USEFS and engineer on water crossing designs for Sitkum FS 2900 Road.
38 Board and Governance	District Operations	1 annual report	Assisted with 2021 Annual Report of Accomplishments

MONTHLY REPORT – Joe Holtrop

December 2021 - Total Hours for Month = 52.5

Project	Activity	Status and Next Steps
Agnew Irrigation District (AID) Piping Projects	No activity.	Project on hold due to weather. Follow up with AID in early January.
Sequim Prairie-Tri Irrigation Association (SPTIA) Eureka-Independent Piping Project	Continued project planning and budget refinement. Continual follow-up with Jon Culp at WSCC - IE contract approval. Entered project into CPDS. Reviewed Bureau of Reclamation WaterSMART grant resolution; grant application submitted.	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. Need to finalize IE cost-share contribution and amount of saved water to transfer to trust. SPTIA and engineer to continue planning for Shaw piping scheduled for fall 2022 construction. WaterSMART application and resolution submitted.
SPTIA Sequim Prairie Main Piping Projects	Continued project planning and map preparation for WaterSMART grant. Submitted WaterSMART grant application.	WaterSMART grant application submitted; awaiting award decision sometime in early 2022.
Sequim Prairie-Dungeness Irrigation District Diversion Improvement Project	Continued consultation with WDFW on problem statement, alternative solutions, and cost estimate. Bureau of Reclamation WaterSMART grant application.	WaterSMART grant application submitted; awaiting award decision sometime in early 2022.
Reservoir	Coordinated with County on IE and WaterSMART grant applications; County requested \$250,000 in IE funds for design. Discussed reservoir planning with D. Howat of Dungeness Irrigation District. Correspondence with Ron Good about aquifer recharge and reservoir.	County/WWT submitted WaterSMART application this year.
Other	Reviewed proposed changes to IE Program. Sent pressure reducing station operation manual and general pipeline operations manual to Dungeness Irrigation District. Participated in annual Dungeness Water Exchange meeting. Annual plan budget assistance to Kim. Prepared weekly activity reports, monthly report.	