



# Clallam Conservation District

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**Regular Board Meeting**  
Online Access via Zoom  
**February 8, 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:** Jean Fike, SCC Puget Sound Regional Manager, Julie Knobel, community member; Alan Chapman, Whatcom Conservation District Supervisor and NW Area Director for WACD;

**Presiding Officer:** Christy Cox, 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 January 11, 2022 regular board meeting as presented. Matt Heins seconded the motion. Motion approved unanimously.

## REPORTS

### District

Kim Williams – Focused on partnerships and financials this month. The River's Edge revegetation project along the Dungeness River just started Monday February 7<sup>th</sup>. 7,000 plants will be put in the ground this winter. She has been working on natural landscaping courses and they are set to start in April. She was interviewed by the PDN about Natural landscaping in Clallam County. . Kim also conducted two employee reviews.

Meghan Adamire – Will be recruiting volunteers for the plant sale through our volunteer list later this week. See Team Activity Report for a full account of her month's activities.

Judy Minnoch – 403 orders were placed through this year's plant sale, totaling 34,480 plants sold. Final reports and comparisons will be available in April's board meeting. So far only one application has been received for the elected supervisor position.

Jennifer Bond – See Team Activity Reports for a full account of her month’s activities.

Joe Holtrop (contracted from JCCD) was not present. See attached activity report.

### **NRCS**

Justin Urresti was unavailable to attend the meeting, but Meghan Adamire reported that he is working on EQIP applications for several hoop houses and forestry practices throughout the County, and working with her on farm practices for a Port Angeles area alpaca farm. Jennifer Bond reported he is working with her on an RCCP funded irrigation system update project.

### **Supervisors**

Carolyn Wilcox recently did some presentations on birdscaping through the Dungeness River Center, where she mentioned people could purchase native plants through our plant sale. She also mentioned she heard from community members that were concerned about the clearing of a slope behind County Aire. Which was an ESA (Environmentally Sensitive Area) violation. The work was permitted, but the permit was unfortunately not followed as large native trees were removed, and some invasive plants were left behind.

### **WACD**

Alan Chapman reported that from the last WACD board meeting annual financials were reviewed and a plan for this upcoming year as discussed. He also provided an update on the proposed stock watering policy.

### **Commission**

Jean Fike shared that Chris Pettit was hired as the new Executive Director for the WA State Conservation Commission. Legislation is in session. The two elections bills did go to session. HB #1652 moved forward, but a modification came out of negotiation the modification states that, in the case a district chose to go onto the general election ballot, a full disclosure including if you own property, a business, or if you have received any grant funds from the district may be required.

### **Treasurer’s Report**

Ben Smith moved to approve the January 2022 Treasurer’s report and approval of payments described as checks: FF10444, 10474-10478; 10480-10489; 10490 and electronic fund transfers dated January 1-31, 2022 in the amount of \$45,108.61.

Matt Heins seconded the motion. Motion approved unanimously.

### **NEW BUSINESS**

**Executive Session began at 3:41PM**

**Regular Meeting resumed at 4:03PM**

Ben Smith moved to approve a one-step increase for Meghan Adamire at three-quarter time employment from Range 56, Step L to Range 56, Step M effective February 1, 2022.

Lori DeLorm seconded the motion. Motion approved unanimously.

Ben Smith moved to approve a one-step increase for Jennifer Bond at half-time employment from Range 63, Step E to Range 63, Step F effective February 1, 2022.

Lori DeLorm seconded the motion. Motion approved unanimously.

### **Cooperator & Cost-Share Agreements**

Cooperator and Cost-Share Agreements were added to the Agenda just before the meeting. These agreements were not posted for prior viewing.

Ben Smith moved to approve a cooperator agreement with client 22-002. Matt Heins seconded the motion. Motion passes by approval of Ben Smith, Matt Heins, Lori DeLorm, and Christy Cox. Carolyn Wilcox voted no on this document, she did feel comfortable voting on a contract she had not previously viewed.

Ben Smith moved to approve the Shellfish cost-share contract with client 22-002 for SPTIA Irrigation project as described. Matt Heins seconded the motion. Motion passes by approval of Ben Smith, Matt Heins, Lori DeLorm, and Christy Cox. Carolyn Wilcox voted no on this document, she did feel comfortable voting on a contract she had not previously viewed.

Ben Smith moved to approve a cooperators agreement with client 22-003. Matt Heins seconded the motion. Motion passes by approval of Ben Smith, Matt Heins, Lori DeLorm, and Christy Cox. Carolyn Wilcox voted no on this document, she did feel comfortable voting on a contract she had not previously viewed.

**Break at 4:25pm.**

**Resumed meeting at 4:30pm.**

### **OLD BUSINESS**

Edits and review of supervisor policy was completed. Kim will finalize the edits and formatting and present the document for final approval at the next board meeting.

**Meeting adjourned at 6:09PM.**

  
Board Supervisor 3/8/22

## MONTHLY REPORT – Joe Holtrop

**January 2022 - Total Hours for Month = 31.5**

Project	Activity	Status and Next Steps
<b>Agnew Irrigation District (AID) Piping Projects</b>	Responded to AID request for additional data on McDonald Creek diversion, and discussed alternatives. Inspected Barr Road piping.	AID interested in piping Webb Lateral as alternative/backup for McDonald Creek. Barr Road Project on hold due poor working conditions.
<b>Sequim Prairie-Tri Irrigation Association (SPTIA) Eureka-Independent Piping Project</b>	Continued project planning and budget refinement, toured site with engineer. Continued follow-up with Jon Culp at WSCC - IE contract approval. Completed cost-share agreement. Prepared assignment of payment form for SPTIA and RJB for Phase 1 pipe purchase. Followed up with Jamestown S'Klallam Tribe on cultural resources survey.	IE cost-share agreement finalized. SPTIA to order pipe when cultural resources compliance complete. Jamestown S'Klallam Tribal archeologist completed survey; report expected early Feb. District to purchase pipe; Jamestown Excavating to install before 2022 irrigation season. SPTIA and engineer to continue planning for Shaw piping scheduled for fall 2022 construction.
<b>SPTIA Sequim Prairie Main Piping Projects</b>	No activity.	WaterSMART grant award decision expected in spring 2022.
<b>Sequim Prairie-Dungeness Irrigation District Diversion Improvement Project</b>	No activity.	WaterSMART grant award decision expected in spring 2022.
<b>Reservoir</b>	Inspected snowmelt runoff to Highland ID and SPTIA canals and ditches. Irrigation ditch/easement information/assistance to land appraiser.	
<b>Other</b>	Irrigation GIS correspondence with City of Sequim. Annual report assistance to Kim, Dungeness Water Users Assoc. Prepared weekly activity reports, monthly report. Participated in organizational meeting of Dungeness Water Resources Technical Group. Lorraine Loomis Act (SB 5727/HB 1838) information/assistance to Ben.	

# Monthly Team Activities January 2022

Employee Name	Long Range Goals	Deliverables	Activities and Updates
<b>Jennifer Bond</b>			
<b>Activities</b>			
Farm TA	Healthy Soils Water Quality	2 site visits - Agnew area	Planning for irrigation pipeline and alternative stock watering facilities on 1 beef operation. TA for winter mgmt. for horse farm. Draft conservation plan for 1 farm: Mt. Pleasant Rd.
Farm Planning	Enhance and Restore Habitat Water Quality	Draft conservation plan	
OSS	Water Quality	Project coordination - OSS	Cultural resources survey for OSS project
Irrigation	Water Conservation	GIS irrigation data to City of Sequim	Gathered irrigation maps and GIS data for City of Sequim Engineer request
PI/C/OSS	Water Quality	2 newsletter articles	HUAP mgmt during winter Farm to Farmer program
Meetings	Outreach and Education Water Quality	AgWorks participation	Attended 1 AgWorks mtg (local Ag support)
Board and Governance	District Operations	Smartsheet Templates	Coordination of Smartsheet templates for 2022 activities reporting.
<b>Judy Minnoch</b>			
<b>Activities</b>			
Well metering	Water Quality	1 meter distributed, 1 installed	
Plant Sale	Enhance and Restore Habitat and Education	402 orders total	Online orders closed.
Elections	District Operations	Resolution Passed, Legal notification published	
Audit	District Operations	Audit completed	worked with auditor, scanned all documents and information as needed.
<b>Kim Williams</b>			
<b>Deliverables</b>			
<b>Activities</b>			
Partners/ Meetings	District Operations	Current participation	DRMT, WACD, PSCD caucus, County, Strait ERN, Clallam Ag Works, NOPE, Conservation Futures
Financial Operations	District Operations	2021 Annual report, 2022 workplan	Vouchering, annual budgets, projected budgets
Performance evaluations	District Operations	Mine and Judy's completed. Jen and Meghans started.	Developed performance review procedures. Held performance review meetings individually.
<b>Project Planning</b>			
Rivers Edge Reveg	Enhance and Restore Habitat	site visit, cost share contract signed	Coordinated schedule and volunteer events.
Irrigation	Water Conservation	Increased Agnew contract in place, Assignment of payment with RUB for SPTIA.	TA request into Jon Culp
<b>Meghan Adairite</b>			
<b>Deliverables</b>			
<b>Activities</b>			
Farm Planning	Healthy Soils Water Quality	Planning for 2 farm plans	Site visit & continued planning assistance to NRCS on CNMP and BMPs for alpaca farm (PA). Continued planning for planned cattle farm (Joyce).
Farm TA	Healthy Soils Water Quality	TA to 1 landowner	TA to one cattle farm in Sequim (rental rates).
Farm Outreach & Education	Outreach and Education Water Quality	2 webinar2	Planning and promotion for two upcoming webinars: Soil Testing on Farms and presentation to Master Gardeners on Soil Fertility.
CREP	Enhance and Restore Habitat	CREP enrollment	Site visit to potential Hoko R. CREP project.
Meetings	Collaboration Enhance and Restore Habitat	Participation in salmon lead entity meetings.	Site visit to evaluate maintenance needs for Big & Pysht River CREP sites. NPCLE meeting.