



Clallam Conservation District

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Regular Board Meeting

April 11, 2023

Armory Square, OlyCAP Conference Room, and via Zoom
228 W. First St., Ste. G, Port Angeles, WA

MINUTES

Supervisors Present: Christy Cox, Chair; Bennett Smith, Vice-Chair; Lori DeLorm, Auditor; Nicole Rasmussen; Robert Beebe

Supervisors Absent:

Associate Supervisors Present:

Staff Present: Kim Williams, District Manager; Jennifer Bond and Meghan Adamire, Conservation Planners; Kevin Merrigan, Salmon Riparian Field Technician; Judy Minnoch, Finance Specialist/Administrator

Others Present: Ryan Baye, Legislative Director for WACD; Wendy Rae Johnson, incoming CCD Supervisor; Hannah Coe, Water Quality Specialist with Dept. of Ecology (ECY); Jean Fike, Regional Manager for Conservation Commission

Presiding Officer: Christy Cox, Chair

Secretary: Judy Minnoch

Meeting called to order at 3:02 PM.

Public Comment

A public comment was read for Judy Larson who could not attend the meeting.

Approval of Minutes

Ben Smith moved to approve the minutes from March 14, 2023 regular board meeting as presented.

Lori DeLorm seconded the motion. Motion was approved unanimously.

REPORTS

District

Kim Williams – News came yesterday that Judy Minnoch has given verbal notice that she will be leaving us but she has not given a firm last day. Plans are being made for this transition. Several people have responded to the Well Metering RFP, however, no one has applied to it. Ben Smith suggested talking to Ecology to see how much flexibility we have in the budget and possibly put the RFP out for companies to bid instead of having a confined budget.

Jennifer Bond – Jennifer, along with Meghan, held a pasture management workshop out at Robin Hill. No referrals were received for the onsite septic system (OSS) in March and Jennifer is concerned about utilizing DOH funding for this program since it expires in September. Lori DeLorm added that the MST study was approved, and this will assist in pinpointing the data collected during PIC segmented sampling. After the DOH OSS funding ends, CCD is preliminarily ranked to receive OSS cost share funding through Department of Ecology.

Kevin Merrigan –Kevin spent most of March out in the field assisting crews with planting seven project sites. Everything is now in the ground. Kevin is planning to pull together a presentation in the near future showcasing these planting projects and will share it at a board meeting, on the District’s website and social media platforms.

Meghan Adamire – Meghan reported that over 10,850 native trees and shrubs were planted this past month to restore riparian buffers. This has been a record-breaking year for the number of riparian buffers the District has installed. Meghan and Kevin will present a slideshow at next month’s Board meeting showing the projects completed this planting season and compare it to our past year’s riparian buffer projects.

Judy Minnoch – The main focus for Judy this past month has been the Elections. She was very grateful to be able to rely on WAC with Bill Eller’s support to call out the Declaration of Emergency and extend the ballot return date adding 60-70 returned ballots.

Grant Deliverable Report – Funds were reviewed for each grant which allowed the supervisors to have a more clear understanding of how many funds will be used vs. leftover, and to see where we are in the progress of our grants.

Supervisor Reports – Christy Cox shared a Waste Management update, the city is currently accepting yard waste but still not be composting it. They are shipping some of it out to Shelton for composting.

WACD Update – Ryan Baye shared that just two weeks ago Rep. Kilmer and Dean Longrie, a conservation district supervisor, talked about the Farm Bill. Coming September they will have a better idea of how strong the Farm Bill will be. 80% of the Farm Bill falls under the “Nutrition” title.

NRCS – Meghan Adamire reported that the Port Angeles office position has been filled, and the planner will start the last week in April.

DOE – Hannah Coe shared some information about the harmful algae bloom, There is a Grant, 10-50K, that covers penalties from oil spills. The application period closes on May 4th, a very short open window. This was not included in the DOE newsletter but an email was sent out. No new ERTS for Clallam County.

WSSC – Jean Fike shared that the Annual Plan of Work and Auditors Report deadlines are coming up quickly by the end of May. Several documents are out for comments, they include, Natural Resource Investment program, and the SCC grant and contract Policy and Procedure Manual. Ron Shultz was selected as the interim Executive Director for the Commission. Kirk Robinson is being sought out as a temporary replacement until a new ED is hired. The Commission is including two Conservation District Managers on the hiring committee. One from the east side and one from the west side of the state.

Treasurer’s Report

Ben Smith to approve the March 2023 Treasurer’s report and approval of payments described as Direct Deposits: DD1214-1218, checks: FF10706-10727, and electronic funds transfers dated March 1-31, 2023, in the amount of 200,866.35.

Robert Beebe seconded the motion. Motion approved unanimously.

NEW BUSINESS

Hire a ½ time position: Bookkeeper/Office Manager

Ben Smith moved to approve to give Kim Williams the authority to review and fill the Office/Bookkeeper open position. Lori DeLorm seconded the motion. Motion approved unanimously.

Legislative Budget Update

Ryan Baye provided comments regarding the legislative budget. If the Senate passes the capital side, with these amounts, it will be a significant increase to the Commission budget close to doubling the current funding.

This is the simple highlight on the budget: Some sort of compromise is expected to come out this Friday. WACD and the Commission are sending budget support letters. CCD is also sending a letter. Sunday, 4/23 is when everything will be coming to a close and the final numbers should be out.

Bill 1567 – The Conservation Districts Election Study Bill has died in the House.

Legislative Budget Support Letter

Ben Smith moved to approve the Legislative Budget Support Letter as presented.
Robert Beebe seconded the motion. Motion approved unanimously.

WACD Regional Meeting

Ryan Baye brought to our attention that we are scheduled to host the Northwest Regional Meeting this October. This commitment entails one staff person for 1-2 hours monthly until the meeting. And then about ½ of a day's staff's time and a Board Supervisor for a couple of hours the day of. If hosting is in-person, a project tour is appropriate. The meeting should have a virtual option. This should be run at a net zero cost. The cost to the District should only be staff time. Usually, the registration cost is about \$20. Kim Williams has expressed interest and commitment on behalf of the staff and board to move forward.

Contract With Wild Salmon Center (WSC) for Cultural Resources

Ben Smith moved to approve the Professional Services Agreement with Wild Salmon Center for Cultural Resources as presented.
Lori DeLorm seconded the motion. Motion carries. Nicole Rasmussen abstained from voting.

Letter of Support for WSC – Salmon Recovery Funding Board (SRFB) Cedar Creek Barrier Replacement Project

Ben Smith moved to approve the Letter of Support to WSC for Salmon Recovery Funding Board (SRFB) #23-1134 Cedar Creek Barrier – Wilhelm Culvert Replacement Project.
Robert Beebe seconded the motion. Motion carries. Nicole Rasmussen abstained from voting.

Natural Resources Investments (NRI) fund reallocation – River's Edge Mulching Project

Ben Smith moved to approve the NRI fund reallocation for River's Edge Mulching Project.
seconded the motion. Motion carries. Lori DeLorm abstained from voting.

Personal Services Agreement with Pacific Forest Management – River's Edge Mulching

Robert Beebe moved to approve the Personal Services Agreement with Pacific Forest Management for Mulching at River's Edge.
Ben Smith seconded the motion. Motion approved unanimously.

Washington Association of District Employee (WADE) registration

Ben Smith moved to approve WADE registration costs for all staff and/or supervisors who wish to attend.
Lori DeLorm seconded the motion. Motion approved unanimously.

June's Regular Board Meeting will be rescheduled for June 20, 2023 because staff will be attending the WADE training.

BARS: Schedule 22

Ben Smith moved to approve the 2022 BARS: Schedule 22.
Robert Beebe seconded the motion. Motion approved unanimously.

Cooperator Agreement: Client #23-002

Ben Smith moved to approve the Cooperator Agreement for Client #23-022 as presented.
Robert Beebe seconded the motion. Motion approved unanimously.

Meeting adjourned at 5:39 PM.



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Acronyms

1	AFO / CAFO	Animal Feed Operation / Concentrated Animal Feeding Operation	39	NOSC	North Olympic Salmon Coalition
2	Ag/GMA	Agriculture / Growth Management Act	40	NPCLE	North Pacific Coast Lead Entity
3	BARS	Budget, Accounting and Reporting System	41	NPS	National Park Service
4	BMPs	Best Management Practices	42	NRCS	Natural Resource Conservation Services
5	BOCC	Board of County Commissioners	43	NRI	Natural Resources Investment
6	CAO	Critical Areas Ordinance	44	OlyCAP	Olympic Community Action Program
7	CASP	Critical Areas Stewardship Plan	45	OSS	Onsite Septic System
8	CCD	Clallam Conservation District	46	PFM	Pacific Forest Management
9	CREP	Conservation Reserve Enhancement Program	47	PIC	Pollution and Identification Control
10	CY/FY	Calendar Year/Fiscal Year	48	PSCD Caucus	Puget Sound Conservation Caucus
11	DEI	Diversity, Equity, and Inclusion	49	RCO	Recreation and Conservation Office
12	DIP	District Implemented Project	50	RFP	Request for Proposal
13	DNR	Department of Natural Resources	51	SAO	State Auditor's Office
14	DOE	Department of Ecology	52	SMP	Shoreline Management Plan
15	DOH NTA	Department of Health, Near Term Action	53	SRF	Salmon Recovery Funding
16	DOT	Department of Transportation	54	SRFB	Salmon Recovery Funding Board
17	EIS	Environmental Impact Statement	55	TA	Technical Assistance
18	EPA	Environmental Protection Agency	56	TSP	Technical Service Provider (with NRCS)
19	EQIP	Environmental Quality Incentive Program	57	USDA	United States Department of Agriculture
20	ERTS	Environmental Report Tracking System (DOE)	58	VSP	Voluntary Stewardship Program
21	FFFPP	Family Forest Fish Passage Program	59	WACD	Washington Association of Conservation Districts
22	FSA CED	Farm Service Agency, County Executive Director	60	WACD PMC	Washington Association of Conservation Districts Plant Materials Center
23	FSA COC	Farm Service Agency, County Office Committee	61	WADE	Washington Association of District Employees
24	IE	Irrigation Efficiencies	62	WCC Crew	Washington Conservation Corps Crew
25	IEGP	Irrigation Efficiencies Grant Program	63	WDFW	Washington Department of Fish and Wildlife
26	IGDO	Intra Gravel Dissolved Oxygen	64	WHIP	Wildlife Habitat Incentive Program
27	IM	Implementation	65	WRP	Wetland Reserve Program
28	JSKT	Jamestown S'Klallam Tribe	66	WRIA	Watershed Resource Inventory Area
29	LEKT	Lower Elwha Klallam Tribe	67	WSC	Wild Salmon Center
30	LID & Habitat TA	Low Impact Development and Habitat Technical Assistance	68	WSU	Washington State University
31	MOA/MOU	Memo of Agreement/Memo of Understanding	69	WWT	Washington Water Trust
32	MRSC	Municipal Research and Services Center of Washington			
33	MST	Microbial Source Tracking			
34	NACD	National Association of Conservation Districts			
35	NFWF	National Fish and Wildlife Foundation			
36	NOLT	North Olympic Land Trust			
37	NOPR C&D	North Olympic Peninsula Resource, Conservation and Development			
38	NOPL	North Olympic Peninsula Lead Entity for Salmon			