



# Clallam Conservation District

228 W. First Street, Suite H Port Angeles, WA 98362 www.clallamcd.org 360-775-3747 Fax: 360-775-3749

## Regular Board Meeting

June 20, 2023

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

## MINUTES

**Supervisors Present:** Christy Cox, Chair; Wendy Rae Johnson, Nicole Rasmussen

**Supervisors Absent:** Ben Smith, Vice-Chair; Lori DeLorm, Auditor

**Associate Supervisors Present:** Susannah Spock

**Staff Present:** Kim Williams, District Manager; Jennifer Bond and Meghan Adamire, Conservation Planners; Kevin Merrigan, Salmon Riparian Field Technician; Kim Butler, Administrative Assistant

**Others Present:** Ryan Baye, WACD; Alan Chapman, WACD Area Director

**Presiding Officer:** Christy Cox, Chair

**Secretary:** Meghan Adamire

**Meeting called to order at 3:07 PM.**

**Public Comment** – none

### Approval of Minutes

Nicole Rasmussen moved to approve the minutes from May 9, 2023, Regular Board Meeting.

Wendy Rae Johnson seconded the motion. Motion was approved unanimously.

## REPORTS

### District

**Kim Williams** – Kim has focused on training with our new bookkeeper and administrative assistant. Kim had an excellent time at WADE, finding it very beneficial to attend various classes and meet managers, SCC staff and others. The Bureau of Reclamation Watersmart grant for irrigation projects has been pending a start date for one year, the grant manger is completely unresponsive, and with it only being a three year grant there may be money to return at the end. Kim has been very pleased with our new bookkeeper, Perfectly Balanced LLC., and reports the cost is a fraction of what we have budgeted for bookkeeping. The bookkeeper has gotten us switched over to Quickbooks online, and Kim is working on creating procedures for submitting paperwork to her. Kim also gave a summary on the election results of other CD's, and she and Ryan Baye gave a brief description of Rates and Charges and how they can both benefit and challenge districts.

**Jennifer Bond** – Jennifer met with a group of homeowners in the Lake Dawn area with concerns about declining water quality in the lake. There are some failing septic systems in the area, so when we get the DOE funding we applied for that can help clean up that area. She did a soil testing presentation for Lincoln High School with Amelia with WSU Extension, and the kids were very engaged in hands on testing. Jen has been working with Department of Health (DOH) on Flaura's Acres, that has a failing community septic system, and just got approval to draw up a draft cost-share application to help

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[Signature]

the project move forward to hook up to the Sequim sewer system. Jen has been working with a homeowner off Sherborne Road on another failing septic system, hopefully with DOH funding.

*Kevin Merrigan* – Submitted staff report in his absence.

*Meghan Adamire* – Meghan reported she participated in the Coast Salmon Partnership Climate Adaptation meeting to develop outreach materials to promote habitat restoration with various demographics. She also attended a Public Works training to get a refresher on public works contracting since there is an upcoming FFFPP project in the Hoko Ozette area on the horizon for correction of a fish passage barrier next summer. She also mentioned grant close-out occurred for six riparian buffer planting projects last month, and four more are in the process of being closed out.

**Supervisor Reports** - Nicole Rasmussen reported the Forest Service is putting out a request for proposals for their Title 2 funds, and NOAA is also releasing quite a few funding opportunities in the upcoming months. Nicole also suggested there might be money for implementation of fish passage barrier correction projects, and Wild Salmon Center has grant writers that could help write a grant for the District to implement barrier correction projects in the west end of Clallam County.

Christy Cox gave an update on Clallam County's Climate Resiliency Plan.

**WACD Report** – Ryan Baye gave an update that Kevin Van De Wege is running for Commissioner of Public Lands. He also mentioned WACD is working on pooling resources so Districts would have access to legal services. WACD would foot the bill for the first bit of time, then Districts would fund the remainder at a reduced rate.

Alan Chapman reported that dues are going up a bit.

**NRCS Report** – none

**DOE Report** – none

**WSCC Report** – none

#### **Treasurer's Report**

Nicole Rasmussen moved to approve the May 2023 Treasurer's report.

Wendy Rae Johnson seconded the motion. Motion was approved unanimously.

#### **NEW BUSINESS**

##### **WACD Board Vacancy, Ryan Baye**

Ryan Baye reported that since we are hosting the October WACD meeting we will assist in filling a vacancy on WACD. Ryan will do all the leg work for us, and asked permission from our Board for him to follow his typical protocol for filling these vacancies by visiting with members of the northwest area Conservation District Board's to recruit folks interested in filling the vacancy. The Board was thankful for his assistance.

##### **Public Comment Policy**

Kim Williams presented a policy on Public Comments, using a template from the City of Port Angeles.

Nicole Rasmussen moved to approve the Public Comment Policy as amended.

Wendy Rae Johnson seconded the motion. Motion was approved unanimously.

**SCC Master Contract**

Nicole Rasmussen moved to approve the SCC Master Contract.  
Wendy Rae Johnson seconded the motion. Motion was approved unanimously.

**Letter of Support for Wild Salmon Center**

Wendy Rae Johnson moved to approve the Letter of Support for Wild Salmon Center.  
Christy Cox seconded the motion. Nicole Rasmussen abstained. Motion was approved.

**RCO Applicant Resolution/Authorization for Family Forest Fish Passage Program (FFFP) Project**

Nicole Rasmussen moved to approve the RCO Applicant Resolution/Authorization for the Gunther Family Forest Fish Passage Program (FFFP) Project.  
Wendy Rae Johnson seconded the motion. Motion was approved unanimously.

**Executive Session began at 4:43PM.**

**Meeting adjourned at 5:15 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	FFFP	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			