



# Clallam Conservation District

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**Regular Board Meeting**  
**3:00PM, Tuesday, January 9<sup>th</sup>, 2024**  
**Armory Square, OlyCAP Conference Room in person and via Zoom**  
**228 W. First St., Ste. G, Port Angeles, WA**

## MINUTES

**Supervisors Present:** Christy Cox, Chair  
Nicole Rasmussen, Vice-Chair  
Wendy Rae Johnson, Auditor  
Lori DeLorm, Supervisor  
Ben Smith, Supervisor

**Supervisors Absent:**

**Staff Present:** Kim Williams - District Manager; Meghan Adamire - Conservation Planner; Jennifer Bond - Conservation Planner; Kevin Merrigan - Conservation Field Technician; Jayne Bloomberg - Office Administrator.

**Others Present:**

Travis Casey - Dept of Ecology; Aaron Oman - NRCS; Greg Cironi - NRCS, Mike Dashiell - Sequim Gazette

**Presiding Officer:** Christy Cox, Chair

**Secretary:** Jayne Bloomberg

**Meeting called to order at 3:05PM and Agenda Review:** Kim added FAQ for irrigation to new business.

**Introductions and Public Comment**

- Judy Larson – commented on her handout and the Sequim Prairie Tri Irrigation Association (SPTIA) piping project.
- Virginia Shogren – commented on Jennie’s Meadow open space and wildlife corridor.
- Spencer Masters – commented on the SPTIA piping project.
- Rob White – commented on the SPTIA piping project.
- Martha Vohn and Shelby Vohn – commented on the Agnew Irrigation District piping project.

**Approval of Minutes**

Wendy Rae Johnson moved to approve minutes from the November 14th, 2023, Regular Board Meeting, the December 12, 2023 Regular Board Meeting, and the December 5, 2023 Special Meeting.  
Lori DeLorm seconded the motion. The motion was approved unanimously.

## REPORTS

### District

#### *Kim Williams* – District Manager

Kevin has given his notice of resignation. Kevin's duties will be divided amongst the staff with Kim managing the Well Metering. She is considering hiring a ½ time planner with SRF funding and she asked that the board supervisors send out an email to the commission executive director regarding the terms of these funds. Jefferson CD has terminated their contract with us for irrigation support services. Kim is considering two options regarding this: 1. Kim leads and manages the irrigation projects we have right now, and the board approves the engineer we have chosen. 2. The other option is that 1/3 time with the contract, would be hired out by a firm to lead the management of the contract. A hybrid approach is something to consider. Regarding PRRs request, since April 2023, a total of \$17,384.00 has been spent.

#### *Jennifer Bond* – Planner

Jen did a two-session soil testing class with the Sequim High School's Agriculture Science classes where students learned how to collect soil samples and interpret soil test results. Jen has also been working with homeowners that have been referred to CCD's onsite septic system cost share program and helped three homeowners with eligibility reviews and cost share application preparation. The final budget and contract have been submitted to the Department of Ecology for the horse and livestock project and that contract should be in place shortly.

#### *Kevin Merrigan* – Field Technician

Well meter update: only 40 remaining well meter registers need to be changed out. It's getting harder to get a hold of the last group of landowners. He plans on getting most of it done before he leaves, which will be between in March. He is working with Kim regarding tasks that need to be taken care of related to the well meter program.

#### *Meghan Adamire* – Planner

This year's Native Plant Sale is ending on Friday. Only 1,500 plants remain; nearly 30,000 have been sold. Planting season is starting early this year, with five weeks of Washington Conservation Corps crew time beginning next week. They will assist in planting riparian buffers on five sites and perform maintenance on previously planted riparian buffers. A private contractor will plant 6,200 plants for Phase III of the River's Edge restoration project later this month, which will complete planting of the entire 56-acres of floodplain.

#### *Jayne Bloomberg* – Office Administrator

Completed notaries on 2 documents and a new copy machine is installed in the office.

*Joe's Holtrop Report* – Kim reviewed his report, and he spent 83 hours on his work. Termination of contract as of December 30<sup>th</sup> 2023.

### Supervisor Reports

#### *Christy Cox* – Board Chair

She has been participating in the code and agricultural process regarding local farms. She is a small farm and business owner. Agriculture Accessory Use Public Outreach and code changes. Anyone can make a comment at the Planning Commission.

#### *Nicole Rasmussen* – Vice Chair and Supervisor

There is a lot of grant money available for riparian fish passage and projects. Will work with Meghan on this.

*Lori DeLorm* – Supervisor

Prepared data for the riparian field trip that Meghan and Kim participated in, looking back at some of the older planting projects. Stream temperature lowered over the years in areas riparian buffer planting projects were implemented. Temperature gauges are available that could be installed at Conservation District riparian buffer planting sites to measure stream temperature difference over the years.

*Wendy Rae Johnson* – Supervisor

Commented on climate change and an Elwha timber sale in Clallam County.

**WACD Report** – no report

**NRCS Report** – Aaron Oman and Greg Cironi, a resource conservationist new to Port Angeles and advised contacting them if there are any questions or concerns. They are working with landowners to increase crop production, implement riparian plantings, and create pollinator habitat. Ten contracts have been processed.

**WSCC Report** – no report, but James Thompson has been hired as the new Executive Director.

**DOE Report** Travis Casey commented that there is a new supervisor on board at DOE.

### **Treasurer's Report**

Ben Smith moved to approve the December 2023 Treasurer's report and approval of payments.

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

### **NEW BUSINESS**

#### **Irrigation Ditch Piping FAQs-2.0**

Kim, Joe Holtrop, and others worked to develop this document. The suggestion was made to include contact information for the irrigation districts and companies. This contact information is on our website under programs on our Irrigation Water Management Page.

#### **2024 Work Plan**

The Board needs more time to review; action has been postponed until next month.

#### **Jennifer Bond to move up to ¾ time for 3 months in the first half of 2024 – January, February, and March**

Wendy Rae Johnson moved to approve Jennifer Bond will move to ¾ time for 3 months, in the first half of 2024.

Lori DeLorm seconded the motion. The motion was approved unanimously.

#### **Professional Services Agreement with Zenovic & Associates Inc. – Consulting Engineering**

Ben Smith moved to approve the PSA with Zenovic & Associates, Inc for Consulting Engineering.

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

#### **Personal Services Agreement with Pacific Forest Management – River's Edge Planting**

Ben Smith moved to approve the PSA with Pacific Forest Management for planting at the River's Edge site.

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

## Agreements:

- Cooperator Agreement client #24-001
- Cost share application for client #24-001 for the replacement of a failing onsite septic system at a 75% cost share rate not to exceed \$22,500.

Ben Smith moved to approve the Cooperator Agreement for client #24-001.

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

Ben Smith moved to approve the cost share application to cover up to 75% of the costs to replace the failing onsite septic system not to exceed \$22,500. Wendy Rae Johnson seconded the motion. The motion was approved unanimously.

- Cooperator Agreement for client# 24-002
- Cost share application for client# 24-002 to cover 100% of the costs of design and permits, and up to 75% of the costs of replacing failing onsite septic system not to exceed \$23,250.

Wendy Rae Johnson moved to approve the Cooperator Agreement for client #24-002.

Lori DeLorm seconded the motion. The motion was approved unanimously.

Wendy Rae Johnson moved to approve the cost share application with client #24-002 to cover 100% of the costs of designs and permits, and up to 75% for replacing the failing onsite septic system not to exceed \$23,250.

Lori DeLorm seconded the motion. The motion was approved unanimously.

- Cooperator Agreement for Client# 24-003
- Cost share application for Client# 24-003 to cover 100% of the costs of design and permits, and up to 75% of the costs for replacing the failing onsite septic system not to exceed \$25,500.

Wendy Rae Johnson moved to approve the Cooperator Agreement with client #24-003-

Lori DeLorm seconded the motion. The motion was approved unanimously.

Wendy Rae Johnson moved to approve the cost share application with client #24-003 to cover up to 100% of the costs of designs and permits, and up to 75% for replacing the failing onsite septic system not to exceed \$25,500.

Lori DeLorm seconded the motion. The motion was approved unanimously.

## OLD BUSINESS

Christy called for any additional public comments:

Spenser Masters – commented seeing no need for the pipeline.

Rob White – commented on getting answers regarding the stumps and trees on his property.

**Meeting adjourned at 5:10pm**