



# Clallam Conservation District

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

Regular Monthly Board Meeting  
228 W. First St., Ste. H, Port Angeles  
January 8, ~~2018~~ 2019

## MINUTES

**Supervisors Present:** Ben Smith, Vice-Chair; Robert Beebe, Auditor; Matt Heins, & Scott Chitwood, Board Supervisors

**Supervisors Absent:** Joe Murray, Chair

**Associate Supervisors Present:**

**Staff Present:** Joe Holtrop, Executive Director; Jennifer Bond & Meghan Adamire, Conservation Planners; Judy Minnoch, Administrative Assistant

**Others Present:** Kirk Sehlmeier, NRCS; Christy Cox, citizen; Randy Johnson, County Commissioner

**Presiding Officer:** Ben Smith, Vice-Chair

**Secretary:** Judy Minnoch

**Meeting called to order at 3:04PM.**

### Approval of Minutes

Matt Heins moved to approve the minutes from December 11, 2018 regular board meeting.

Scott Chitwood seconded the motion. Motion approved unanimously.

Matt Heins moved to approve the minutes from December 21, 2018 special board meeting.

Scott Chitwood seconded the motion. Motion approved unanimously.

## REPORTS

### Staff Reports

See attached Reports

### NRCS Report

RCPD is moving forward despite the government shutdown since NRCS has carryover funds to work through the shutdown for now. The Farm Service Agency, however, is on furlough which may hold up new EQIP sign-ups.

### Treasurer's Report

Matt Heins moved to approve Direct Deposit for payroll providing that the State Auditor doesn't have any problem with that.

Robert Beebe seconded the motion. Motion approved unanimously.

Matt Heins moved to approve the December 2018 Treasurer's report and approve for payment electronic funds transfers and checks described as FF 9918-9934 dated December 1-31, 2018 in the amount of \$40,127.97

Robert Beebe seconded the motion. Motion approved unanimously.

**Announcements/Public Comment**

Allison – Mark Clark’s last day is next Friday. There will be an interim director. The commission will also be hiring a policy assistant. At the next Conservation Commission meeting the discussion of how funds are distributed amongst the conservation districts.

**OLD BUSINESS**

**Approval of 2019 Annual Plan of Work and Budget**

Matt Heins moved to approve the 2019 Annual Plan of Work and Budget.  
Robert Beebe seconded the motion. Motion approved unanimously.

**NEW BUSINESS**

**Long Term Stable Funding Discussion**

Matt Heins moved to approve the agreement with Clallam County, increasing annual funding from \$26,000 to \$45,000 with Joe Holtrop to make necessary changes to the language to reflect how the funding is being spent.  
Scott Chitwood seconded the motion. Motion approved unanimously.

**Cooperator and Cost-share Agreements**

Matt Heins moved to approve the cost-share agreement with Tom Johnson at a 75% cost-share rate, which would provide \$32,625 of funding towards a new septic system.  
Robert Beebe seconded the motion. Motion approved unanimously.

**Executive Session** called to order at 4:35PM

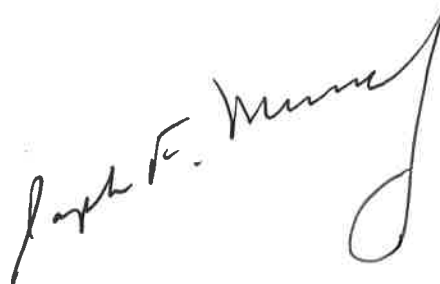
**Regular Meeting** resumed at 4:55PM

**Personnel Actions**

Matt Heins moved to approve to give **Judy Minnoch** a 2-step increase on the state salary schedule from Range 44, Step G to Range 44, Step I, effective January 1, 2019.  
Robert Beebe seconded the motion. Motion approved unanimously.

Scott Chitwood moved to approve that Clallam Conservation District pay the premiums on the employees' behalf of the Family Medical Leave Act.  
Matt Heins seconded the motion. Motion approved unanimously.

**Meeting adjourned at 5:12PM.**





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## STAFF REPORT - December 2018

STAFF	GRANT	
<b>Joe</b>		
<b>General Administration</b>	<b>IM</b>	
Annual plan and annual report preparation		
<b>Low Impact Development &amp; Habitat Outreach &amp; Education</b>		
Landscaping with Native Plants presentation to PA Garden Club (43 participants)		
Plant Sale Native Plant Presentation at PA library (7 participants)		
<b>Watershed/Salmon Recovery Planning</b>	<b>IE</b>	
3 Crabs Restoration Project ribbon cutting		
<b>General Water Conservation Planning &amp; Coordination</b>		
DIG pipeline location information to land developer in Carlsborg	<b>DOE</b>	
<b>Project Planning &amp; Implementation</b>		
SPTIA project inspections		
<b>AQUIFER RECHARGE &amp; STORAGE</b>	<b>DOE</b>	
SPTIA project inspections		
AID-DOT project planning		
<b>WELL METERING PILOT PROJECT</b>	<b>PIC</b>	
RFP preparation		
Initial grant administration setup		
<b>Basin Evaluation</b>	<b>PIC</b>	
Clean Water Work Group meeting		
<b>Technical Assistance for Pollution Correction</b>	<b>PIC</b>	
Game Farm plan update		
<b>JENNIFER</b>		
<b>Agricultural Technical Assistance</b>	<b>IM</b>	
Site visit and TA to Laurie Gasnick - HUAP		
OGF draft conservation plan review		
<b>LIVESTOCK</b>	<b>LIVESTOCK</b>	
Draft conservation plan prepared for Cindy Smith (2376 Kitchen-Dick Road)	<b>SH</b>	
<b>Tom Johnson</b>		
Office visit and project coordination		
<b>Cindy Williams</b>		
Request to WSCC for Shellfish funding for OSS upgrade		
<b>Walter &amp; Lori Athow</b>	<b>RCPP</b>	
General project coordination		
<b>RCPP</b>		
Office visit & TA to Kay Edmiston - RCPP applicant for irrigation water mgmt	<b>RCPP</b>	
Site visit & TA to Eric Adolphsen - RCPP applicant for fencing, irrigation water mgmt		
<b>Pollution Identification</b>	<b>PIC</b>	
Attended CWWG Mtg	<b>GRANT</b>	
<b>MEGHAN</b>		
<b>General Outreach &amp; Education</b>		
Winter newsletter - electronic format		
<b>Agricultural Technical Assistance</b>		
Site visit to Jill Palmquist - HUA and pasture management		
	<b>IM</b>	

<b>Low Impact Development &amp; Habitat Technical Assistance</b>	<b>IVI</b>
Plant sale - small and large orders, press release	
Tech. asst. to two landowners - soil test interpretation and nutrient mngt. for landscape plants	
Tech. asst. to two landowners - hedgerow plantings	
Tech. asst. to homeowner in City of PA - nutrient management/compost for landscaping	
<b>Watershed/Salmon Recovery Planning</b>	
<b>Project Implementation</b>	<b>CREP</b>
PIC area CREP potentials	
B&T planting prep.	
<b>Project Maintenance</b>	
Reynolds maintenance outreach	
NOLT Pysht planning - spring planting	
<b>General Outreach &amp; Project Administration</b>	<b>RCPP</b>
Swanberg site visit - waste storage, gutters and downspouts and winter cattle feeding area	
Maple View CNMP and RMS plan - all components submitted to NRCS	
Willow-Wist CNMP and RMS plan - all components accepted by NRCS	
<b>Livestock Water Quality</b>	<b>LT</b>
Swanberg conservation plan update	
Adams conservation plan	
<b>Sitkum FS Road 2900 Drainage Designs</b>	<b>RCO</b>
Quarterly report	