



# 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**  
**February 19, 2019**

## MINUTES

**Supervisors Present:** Joe Murray, Chair; Ben Smith, Vice-Chair; Robert Beebe, Auditor; Matt Heins, Board Supervisor

**Supervisors Absent:** Scott Chitwood

**Associate Supervisors Present:**

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

**Others Present:** Kirk Sehlmeyer, NRCS; Christy Cox, citizen

**Presiding Officer:** Joe Murray, Chair

**Secretary:** Judy Minnoch

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

### **Approval of Minutes**

Matt Heins moved to approve the minutes from January 8, 2019 regular board meeting. Robert Beebe seconded the motion. Motion approved unanimously.

## REPORTS

### **Staff Reports**

See attached Reports

### **NRCS Report**

NRCS was able to make it out in field with the conservation district staff.

### **Treasurer's Report**

Ben Smith moved to deposit \$100,000 into the 3.01%, 24-month CD at Sound Community Bank. Matt Heins seconded the motion. Motion approved unanimously.

Matt Heins moved to approve the January 2019 Treasurer's report and approve for payment electronic funds transfers and checks described as FF 9935-9956 and SB 269 dated January 1-31, 2019 in the amount of \$221,631.35.

Ben Smith seconded the motion. Motion approved unanimously

## **Announcements/Public Comment**

## OLD BUSINESS

### **Contract Award for Dungeness Well Metering System Vendor**

Ben Smith moved to select Metron Farnier as the vendor for the Dungeness Well Metering System.  
Matt Heins seconded the motion. Motion approved unanimously.

### **Decision on Pursuing Rates and Charges**

Matt Heins moved to approve moving forward on pursuing Rates and Charges as outlined in the February 15, 2019 email from Joe Holtrop.  
Robert Beebe seconded the motion. Motion approved unanimously.

### **Extension of Temporary Employment for S. Kelly Cahill**

Ben Smith moved to approve a 30-day extension of Temporary Employment for S. Kelly Cahill.  
Matt Heins seconded the motion. Motion approved unanimously.

## NEW BUSINESS

Ben Smith moved to approve the 2019 agreement with Mason Conservation District for engineering services.  
Robert Beebe seconded the motion. Motion approved unanimously.

### **Cooperator and Cost-share Agreements**

Matt Heins moved to approve the cost-share agreement with Irvin Boyd Family Ltd. Partnership.  
Ben Smit seconded the motion. Motion approved unanimously.

**Executive Session** called to order at 4:17 PM

**Regular Meeting** resumed at 4:35 PM

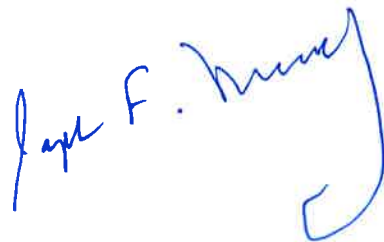
### **Personnel Actions**

Robert Beebe moved to give Jennifer Bond a step increase on the WA state Salary schedule from Range 56, Step I to Range 56, Step J, effective February 1, 2019.  
Matt Heins seconded the motion. Motion approved unanimously.

### **Personnel Actions**

Robert Beebe moved to give Meghan Adamire a step increase on the WA state Salary schedule from Range 63, Step B to Range 63, Step C, effective February 1, 2019.  
Matt Heins seconded the motion. Motion approved unanimously.

**Meeting adjourned at 4:55 PM.**





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## STAFF REPORT - January 2019

STAFF	GRANT
<b>Joe</b>	
<b>General Administration</b>	<b>IM</b>
Annual plan and annual report preparation, budget and workload planning	
Rates & Charges investigation/planning	
<b>Low Impact Development &amp; Habitat Outreach &amp; Education</b>	
Plant Sale Native Plant Presentation at River Center (52 participants)	
<b>Low Impact Development &amp; Habitat Technical Assistance</b>	<b>IE</b>
Mattern-Wilder conservation plan preparation	
City of PA Low Impact Development training	
<b>Watershed/Salmon Recovery Planning</b>	<b>RCPP</b>
Dungeness River Management Team meeting	
<b>Project Planning &amp; Implementation</b>	<b>DOE</b>
SPTIA project inspections	
Preliminary planning for Evans Road Lateral	<b>PIC</b>
<b>General Outreach &amp; Project Administration</b>	
Budget planning	<b>RCPP</b>
<b>Maple View</b>	
Irrigation ditch protection planning	<b>DOE</b>
<b>AQUIFER RECHARGE &amp; STORAGE</b>	
SPTIA project inspections	
AID-DOT project planning	<b>PIC</b>
<b>WELL METERING PILOT PROJECT</b>	
RFP preparation and proposal reviews	<b>RCPP</b>
<b>Technical Assistance for Pollution Correction</b>	
Game Farm plan update	<b>PIC</b>
<b>JENNIFER</b>	
<b>Agricultural Technical Assistance</b>	<b>IM</b>
Conservation plan review - Olympic Game Farm	
Eric Adolphsen - NRCS planning worksheets	
Kay Edmiston - NRCS planning worksheets	<b>LIVESTOCK</b>
<b>LIVESTOCK</b>	
Technical assistance for Cindy Smith (Kitchen-Dick Rd.)	<b>SH</b>
<b>Tom Johnson</b>	
Site visit, project coordination, lot combination application complete	
<b>Cindy Williams</b>	<b>RCPP</b>
Project coordination	
<b>Walter &amp; Lori Athow</b>	<b>PIC</b>
Project coordination - everything ready for spring installation	
<b>RCPP</b>	<b>RCPP</b>
budget planning, progress reports	
<b>Pollution Identification</b>	<b>PIC</b>
Review of farms within PIC project area; project coordination with CCEH	

<b>MEGHAN</b>		<b>GRANT</b>
<b>Agricultural Technical Assistance</b>		<b>IM</b>
Technical assistance to one landowner - nutrient management for hayfield		
<b>Low Impact Development &amp; Habitat Technical Assistance</b>		
Plant sale - order processing and volunteer outreach		
Soil test interpretations to three landowners		<b>IM</b>
Technical assistance to three landowners - native plant selection		
<b>Watershed/Salmon Recovery Planning</b>		
NPCLE meeting in Forks		<b>CREP</b>
<b>Project Implementation</b>		
Outreach and map for Paula Hunt (potential hedgerow on Lees Creek)		
Site visit to TK Wang - potential riparian forest buffer on Lotzgesell Creek		
Planning for spring planting - B&T and Sadilek		
<b>Project Maintenance</b>		<b>CREP</b>
Coordination of WCC crew for spring maintenance on Reynolds, NOLT Lyre and Pysht, McCarter, J&G and Botkin CREP buffers		
2018 project status reviews to FSA		
<b>General Outreach &amp; Project Administration</b>		<b>RCPP</b>
Budget planning		
<b>Maple View</b>		<b>RCPP</b>
Site visit with NRCS & WDFW - planning for irrigation ditch piping/fencing		
<b>Livestock Water Quality</b>		<b>LT</b>
Planning for Swanberg CNMP for RCPP project		
<b>Sitkum FS Road 2900 Drainage Designs</b>		<b>RCO</b>
Coordination with Kelly and USFS for approval of designs		
<b>Pollution Correction</b>		<b>PIC</b>
Site visit and planning for Willow-Wist RCPP EQIP practices		