



# 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**  
**June 13, 2017**

## MINUTES

**Supervisors Present:** Robert Beebe, Don Hatler, Matt Heins, Joe Murray, Ben Smith

**Supervisors Absent:**

**Associate Supervisors Present:**

**Staff Present:** Joe Holtrop, Executive Director; Beth Loveridge, Administrative Asst.

**Others Present:** Tom & Betty Johnson; Andy Perham, Jacob Melly – Clallam County Env. Health

**Presiding Officer:** Joe Murray

**Secretary:** Beth Loveridge

Meeting called to order at 3:08 PM

### APPROVAL OF MINUTES

Matt Heins moved to approve the minutes from the May 9, 2017 regular board meeting.  
Ben Smith seconded. Motion approved unanimously.

### REPORTS

#### Staff Reports

Activities for the month can be found in the attached staff reports.

**NRCS Report** – None

#### Treasurer's Report

Matt Heins moved to approve the May 2017 Treasurer's report and approve for payment electronic funds transfers and checks described as FF 9490 – 9519 and SCB 254 dated May 1-31, 2017 in the amount of \$323,139.13. Robert Beebe seconded. Motion approved unanimously.

#### Announcements/Public Comment

Tom & Betty Johnson introduced themselves as Golden Sands property owners interested in pursuing septic system repair/installation cost-share assistance.

### OLD BUSINESS

#### Annual Report Review

Joe Holtrop reviewed the District's Annual Report.

#### Irrigation and Aquifer Recharge Project Updates

Joe Holtrop described the current status and issues with the Agnew Irrigation District-installed and Sequim Prairie-Tri Irrigation Assoc. aquifer recharge projects and the Dungeness Irrigation District irrigation ditch piping project.

### **Sequim School District Roof Runoff Collection Demonstration Project Update**

Joe Holtrop reported that the cistern is in place but gutters and downspouts need to be installed to supply roof runoff water to it, and additional plumbing to get water from cistern to plantings is required. The district has spent nearly \$1,500 of the \$2,000 budgeted and gutters and downspouts are likely going to cost over \$800.

### **Golden Sands OSS Update**

The Board continued ongoing discussions regarding the difficulty of getting septic systems installed in Golden Sands.

### **OSS Cost-Share Policy Revisions**

Tabled pending further input from Craft3, Department of Ecology and Clallam County relating to Golden Sands nonconforming land use concerns.

## **NEW BUSINESS**

### **Approval of Office Equipment and Supplies Purchases**

Matt Heins moved to approve the purchase of computer equipment costing approximately \$6000 and brochure printing costing \$1095.97. Don Hatler seconded. Motion approved unanimously.

### **Bookkeeping and Administrative Assistant Position Discussion**

Beth Loveridge has given notice of her intent to retire in the next few months. The Board discussed redistributing her duties between two positions: a contracted bookkeeper and an employee that could handle education and outreach activities, as well as some of the administrative duties that Beth was performing. Ben asked for more details about current administrative duties so the board can discuss further at the next meeting.

### **Office Lease Discussion**

Joe Holtrop reported that the District's lease of current office space will expire in one year. The Board discussed options and directed Joe to determine whether the lease extension clause in the current lease is valid given that the building has changed owners.

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

Ben Smith moved to approve a Cooperator Agreement with Tom & Betty Johnson. Matt Heins seconded. Motion approved unanimously.

Tom and Betty Johnson presented their case for financial assistance with installing a septic system on their property at Golden Sands. Andy Perham and Jacob Melly also contributed to the discussion. The Board was generally in favor, but the District does not yet know whether cost-share funding for septic systems will be granted in the next biennium, which begins July 1, 2017. If funding is renewed, the Board will make a decision about moving forward with the project.

**Meeting adjourned at 5:20 PM**



Two handwritten signatures in blue ink are present. The top signature is written in a cursive style and appears to read 'Joe F. Manning'. Below it is another signature, also in cursive, which is less legible but appears to be 'Don Hatler'.



# Clallam Conservation District

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

## STAFF REPORT - May 2017

| GRANT   | ACTIVITY  | EMPLOYEE      |
|---|---|---------------|
| CONSERVATION COMMISSION                                       | <b>IMPLEMENTATION</b>   |               |
|   | <b>General Administration</b>   |               |
|   | CPDS training   | Joe, Jen, Meg |
|   | Long range plan - summarizing accomplishments   | Joe           |
|   | <b>General Outreach &amp; Education</b>   |               |
|   |   |               |
|   |   |               |
|   | <b>Agricultural Outreach &amp; Education</b>  |               |
|   | Planning for Holistic Pasture Mngt. Workshop with WSU   | Meg           |
|   | Coordination of Noxious and Toxic Weeds presentation for BCH group (14 participants)                          | Meg           |
|   | <b>Agricultural Technical Assistance</b>  |               |
|   | NRCS Local Workgroup Meeting in Mt. Vernon  | Meg           |
|   | Technical assistance to Sequim donkey farm - pasture mngt. and soil testing                                   | Meg           |
|   | Technical assistance to west Port Angeles cattle farm - nutrient management for hayfields                     | Meg           |
|   | Technical assistance to Sequim horse farm - reseeding hayfield  | Meg           |
|   |   |               |
|   |   |               |
|   | <b>Low Impact Development and Habitat Outreach &amp; Education</b>  |               |
|   |   |               |
|   |   |               |
|   | <b>Low Impact Development and Habitat Technical Assistance</b>  |               |
|   | Natural Landscaping course follow-up site visits (3)  | Joe           |
|   |   |               |
|   | <b>Watershed/Salmon Recovery Planning</b>   |               |
|   | Clean Water Work Group meeting  | Jen, Joe      |
|   | Presentation for NPCLE LEG on the Sitkum 2900 Road Culvert Design Project                                     | Meg           |
|   | NPCLE site visit to Sitkum 2900 sites with RCO  | Meg           |
|   |   |               |
|   | <b>CREP</b>   |               |
|   | Site visit and protector installation at Fairbanks CREP site (Meadowbrook Ck)                                 | Meg           |
|   | Finalized Weaver CREP plan (Elwha River) and approved by FSA Committee  | Meg           |
|   | Finalized Shangri La CREP plans (wetland and riparian buffers on Lotzgesell Ck) and approved by FSA Committee | Meg           |
| Planning for J&G Ag riparian forest buffer (Lotzgesell Ck)    | Meg   |               |
| Hosted WSCC CREP tour at Fairbanks site                       | Meg   |               |
|   |   |               |
| <b>IRRIGATION EFFICIENCIES</b>                                |   |               |
| <b>Project Planning and Implementation</b>                    |   |               |
| Dungeness Irrigation District McComb-Levee project            | Joe   |               |
| Sequim Prairie-Tri Irrigation Association Independent project | Joe   |               |
| <b>SHELLFISH</b>  |   |               |
| <b>Golden Sands</b>   |   |               |
|   |   |               |

|               |   |     |
|---------------|---|-----|
|               | <b>Septic Repairs</b>   |     |
|               |   |     |
|               |   |     |
|               |   |     |
| <b>DOE</b>    | <b>AQUIFER RECHARGE &amp; STORAGE</b>                           |     |
|               | Agnew ID aquifer recharge project                               | Joe |
|               | DID McComb aquifer recharge project                             | Joe |
|               | <b>FLOODPLAINS BY DESIGN</b>                                    |     |
|               | Floodplains by Design project tour with The Nature Conservancy  | Joe |
| <b>COUNTY</b> | <b>POLLUTION IDENTIFICATION &amp; CORRECTION IMPLEMENTATION</b> |     |
|               |   |     |
|               |   |     |

### **May 2017 - Meghan's Report**

This month I finished up three CREP Conservation Plan of Operations (riparian forest buffer on the Elwha River for Jim and Karen Weaver, and a wetland and riparian forest buffer on Lotzgesell Creek for Shangri La Farm). Jim Poffel signed off on the plans for NRCS, and until a replacement has been hired for his position I have been directed to send plans to Sarah Tavasanu. FSA also approved the three plans, which means the landowners can begin work once they sign the contract through FSA. I also completed a CREP plan for J&G Ag (riparian forest buffer on Lotzgesell Creek), but am still waiting on SHPO to complete the cultural resources review before providing the plan for the landowners review.

I worked with the WCC crew to perform maintenance on three CREP sites: Bergman on Indian Creek, NOLT Lyre Conservation Area, and the NOLT Pysht wetland buffer. They pulled protectors on dead plants, straightened up ones that had been knocked down by elk, and weed whacked reed canary grass around plants.

I attended my first Local Workgroup Meeting in Mount Vernon this month, and learned a lot more about the NRCS funding pools. Sarah Tavasanu will be contacting us shortly to begin work on our RCPP project.

I worked with the USFS and Trout Unlimited to finalize our proposal and presentation to the NPCLE group for the Sitkum 2900 Culvert Design proposal. The site visit with RCO went well, and based on the funding that the NPCLE group has this year it is very likely that our proposal will get funded.

### **May 2017 - Jennifer's Report**

I broke a vertebrae in my back last week (got bucked off a horse I was training). Initially they thought it was a stable break but now they aren't entirely sure. Long story short, I'm not supposed to move around much until they get me in a brace and do some additional scans of my back.

Just a quick update...

Brenda Rupel's cost-share project is cancelled as of now. Brenda was unable to get a loan through Craft3 to cover her 25% of the project. I'm not sure what the next steps are for this project.

Craft3 has denied all applicants for Golden Sands to date. Some of the applicants have not qualified because of financial reasons but there are some issues regarding the lack of permanent residences. We are planning a teleconference soon to explore options as to how Craft3 can assist with Golden Sands.

We hosted a farm tour at Freedom Farms to showcase different horse confinement options. Mary Gallagher did a great job discussing the process they used to set-up their facility.

I met with Tom & Betty Johnson both at our office and at their home. They are interested in applying for cost-share assistance to help install an OSS system on their parcels. More info about this later in the agenda.