



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
July 11, 2017**

MINUTES

Supervisors Present: Robert Beebe, Joe Murray, Ben Smith

Supervisors Absent: Don Hatler, Matt Heins

Associate Supervisors Present:

Staff Present: Joe Holtrop, Executive Director; Meghan Adamire, Jennifer Bond, Conservation Planners; Beth Loveridge, Administrative Asst.

Others Present: Shana Joy, WSCC Regional Manager

Presiding Officer: Joe Murray

Secretary: Beth Loveridge

Meeting called to order at 3:10 PM

APPROVAL OF MINUTES

Robert Beebe moved to approve the minutes from the June 13, 2017 regular board meeting. Ben Smith seconded. Motion approved unanimously.

REPORTS

Staff Reports

Jennifer Bond reported that she continued septic repair project planning for two property owners in Golden Sands and attended a holistic pasture management workshop at Robin Hill Park.

Meghan Adamire reported she met with several landowners that might be interested in enrolling in CREP next year and supervised ongoing maintenance for existing CREP sites. Meghan also reported that the SRFB proposal for culvert design on Sitkum FS Road 2900 has been submitted.

Joe Holtrop reported that he met with PIC partners to explore the possibility of purchasing lots with failing or nonexistent septic systems rather than paying for the installation of a septic system. Joe also reported that he, Jennifer and Matt gave a presentation on the District's recent accomplishments to the County Commissioners during Monday's work session.

More activities for the month can be found in the attached Conservation District Staff Report.

NRCS Report – None

Treasurer's Report

Ben Smith moved to approve the June 2017 Treasurer's report and approve for payment electronic funds transfers and checks described as FF 9520 – 9552 and SCB 255-256 dated June 1-30, 2017 in the amount of \$545,629.50. Robert Beebe seconded. Motion approved unanimously.

Announcements/Public Comment - None

OLD BUSINESS

Irrigation and Aquifer Recharge Project Updates

Joe Holtrop reported that the Dungeness Irrigation District project is essentially complete and that the Sequim Prairie-Tri Irrigation Association project is also complete, except for a couple minor items.

Sequim School District Roof Runoff Collection Demonstration Project Update

Jennifer Bond reported that the cistern is hooked up and that she and WSU Extension are looking into involving Sequim High School in a WSU program that provides micro-farming grants for growing food for the food bank.

NEW BUSINESS

Approval of Conservation Commission Implementation Grant Addendum

Ben Smith moved to approve the Conservation Commission Implementation Grant Addendum. Robert Beebe seconded. Motion approved unanimously.

Joe Murray expressed concern that the Conservation Commission's online form program precludes the Board from being able to see the form that they're approving until after they've approved it. Shana Joy said she would pass Joe's concerns along to the Commission.

Annual Cost Share Reimbursement & Landowner Labor Rate Approval

Ben Smith moved to approve the Annual Cost Share Reimbursement Rate of up to 100% and the Landowner Labor Rate of up to \$22 per hour. Robert Beebe seconded. Motion approved unanimously.

Annual Authorized Signature Form Signing

Ben Smith moved to re-approve the Conservation Commission's Annual Authorization Signature Form 722-15, removing Beth Loveridge and adding Matt Heins. Robert Beebe seconded. Motion approved unanimously.

Interlocal Agreement with Clallam County for PIC Implementation

Ben Smith moved to approve the Interlocal Agreement between CCD and Clallam County for PIC Implementation. Robert Beebe seconded. Motion approved unanimously.

Consulting Engineer Contract Approval

Ben Smith moved to approve the Consulting Engineer Contract with 4 Seasons Engineering for up to two years. Robert Beebe seconded. Motion approved unanimously.


Bookkeeping and Administrative Assistant Position Discussion

The Board discussed the possibility of contracting out the bookkeeping portion of Beth Loveridge's duties when she retires at the end of August. Shana Joy will check on the ethics rules regarding contracting with former employees.

Cooperator and Cost-share Agreements

Ben Smith moved to approve a Cooperator Agreement with Justin & Koby Robson. Robert Beebe seconded. Motion approved unanimously.

Meeting adjourned at 5:06 PM





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STAFF REPORT - June 2017

GRANT	ACTIVITY	EMPLOYEE
CONSERVATION COMMISSION	IMPLEMENTATION	
	General Administration	
	Completion of 2016 Workplan Report	Joe
	Long range plan - summarizing accomplishments	Joe
	General Outreach & Education	
	Agricultural Outreach & Education	
	Coordination for WSU Pasture Workshop	Jen, Meg
	Agricultural Technical Assistance	
	Project coordination for Sequim High School Cistern/Water Catchment Project	Jen
	Technical assistance to cattle owner in Agnew area (soil fertility, seasonal mgmt)	Jen
	Willow-Wist CNMP	Meg
	Site visit to Weaver Farm (pasture mgmt, soil fertility)	Meg
	Low Impact Development and Habitat Outreach & Education	
	Low Impact Development and Habitat Technical Assistance	
	Watershed/Salmon Recovery Planning	
	NPCLE meeting in Forks	Meg
	Submitted Sitkum FS Road 2900 SRFB proposal	Meg
	CREP	
	Attended WADE	Meg
Site visit to B&T Cattle (planning for riparian forest buffer and wetland buffer on Matriotti)	Meg	
Site visit to Shawn Hankins (possible wetland buffer to Cooper Creek)	Meg	
Site visit to Weaver's farm (Elwha River riparian forest buffer)	Meg	
CREP maintenance and site visits - Bergman and NOLT Lyre	Meg	
J&G Ag CREP plan (Lotzgesell Creek riparian forest buffer)	Meg	
Shangri La CREP FSA contracts (Lotzgesell Creek riparian forest buffer and wetland buffer)	Meg	
IRRIGATION EFFICIENCIES		
Project Planning and Implementation		
Dungeness Irrigation District McComb-Levee project	Joe	
Sequim Prairie-Tri Irrigation Association Independent project	Joe	
Irrigation Efficiencies Grant Program meeting in Ellensburg	Joe	

	SHELLFISH	
	Golden Sands	
	Acquisition meeting with PIC partners	Joe
	Septic Repairs	
	Project planning for Brenda Rupel OSS repair project	Jen
	Project planning for Tom & Betty Johnson proposed OSS project	Jen
DOE	AQUIFER RECHARGE & STORAGE	
	SPTIA aquifer recharge project	Joe
	DID McComb aquifer recharge project	Joe
	Jakeway aquifer recharge project inspections	Joe
	Aquifer recharge project tour for Tom Martin of PUD	Joe
	FLOODPLAINS BY DESIGN	
COUNTY	POLLUTION IDENTIFICATION & CORRECTION IMPLEMENTATION	
	PIC open house to kick-off new PIC project (Matriotti Cr.) and update on existing project	Jen
	PUGET SOUND CONSERVATION DISTRICTS FUNDING	
	Puget Sound CDs conference call - OSS cost sharing	Joe
	County General Funds	