



# 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 9, 2018**

## MINUTES

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

**Supervisors Absent:**

**Associate Supervisors Present:**

**Staff Present:** Joe Holtrop, Executive Director; Meghan Adamire, Jennifer Bond, Conservation Planners; Judy Minnoch, Beth Loveridge, Bookkeeper/Administrative Assistants;

**Others Present:** Marlene Burr

**Presiding Officer:** Joe Murray

**Secretary:** Judy Minnoch

Meeting called to order at 3:00 PM

### APPROVAL OF MINUTES

Matt Heins moved to approve the minutes from the December 12, 2017 regular board meeting. Ben Smith seconded. Motion approved unanimously.

### REPORTS

#### Staff Reports

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

#### NRCS Report

None provided.

#### Treasurer's Report

Matt Heins moved to approve the December 2017 Treasurer's report and approve for payment electronic funds transfers and checks described as FF 9663 – 9678 dated December 1-31, 2017 in the amount of \$70,711.88. Don Hatler seconded. Motion approved unanimously.

#### Announcements/Public Comment

None.

### OLD BUSINESS

#### Bookkeeper / Administrative Assistant

New Bookkeeper/Administrative Assistant Judy Minnoch was introduced.

#### Long Range Planning Update

Ben Smith moved to approve the draft five-year plan and release it for public input. Matt Heins seconded. Motion approved unanimously.

## **Approve Water Supply Grant Amendment**

Ecology has approved the addition of \$250,000 to our Water Supply grant for two more aquifer recharge projects, one likely in Agnew, one in an abandoned irrigation ditch on Towne Road.

Ben Smith moved to approve the Water Supply Grant Amendment.  
Robert Beebe seconded. Motion approved unanimously.

## **NEW BUSINESS**

### **Annual Plan of Work for 2018**

Ben Smith moved to approve the Annual Plan of Work for 2018.  
Robert Beebe seconded. Motion approved unanimously.

### **Annual Interlocal Agreement with Clallam County**

Ben Smith moved to approve the Annual Interlocal Agreement with Clallam County.  
Matt Heins seconded. Motion approved unanimously.

### **Approve removal and addition of signers on bank accounts**

Matt Heins moved to approve the removal of Beth Loveridge and addition of Judy Minnoch on the First Federal and Sound Community bank accounts.  
Don Hatler seconded. Motion approved unanimously.

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

None.

**Meeting adjourned at 4:44 PM**

*Ben Smith - VICE CHAIR.*  
*[Signature]*



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## STAFF REPORT - December 2017

| STAFF  | GRANT         |             |
|--|---------------|-------------|
| <b>Joe</b>   |               |             |
| <b>General Administration</b>  | <b>IM</b>     |             |
| Long range plan  |               |             |
| Annual report  |               |             |
| <b>General Outreach &amp; Education</b>  |               |             |
| Website updates  |               |             |
| <b>Agricultural Technical Assistance</b>   |               |             |
| Conservation planning assistance to D. Barousse  |               |             |
| <b>Low Impact Development &amp; Habitat Outreach &amp; Education</b>                     |               |             |
| Landscaping with Native Plants workshop (14)   |               |             |
| Plant sale assistance  |               |             |
| <b>Low Impact Development &amp; Habitat Technical Assistance</b>                         |               |             |
| Assistance to County Parks for Dungeness Recreation Area master plan update              |               |             |
| Stormwater runoff information to Emerald Estates homeowner                               |               |             |
| Hedgerow, riparian buffer technical assistance to E. Cabler                              |               |             |
| Native plant, natural landscaping technical assistance to T. Sims                        |               |             |
| <b>Watershed/Salmon Recovery Planning</b>  | <b>IE</b>     |             |
| Strait Ecosystem Recovery Network quarterly meeting                                      |               |             |
| Dungeness River Management Team meeting  |               |             |
| Puget Sound CDs conference call  | <b>IE</b>     |             |
| <b>General Water Conservation Planning &amp; Coordination</b>                            |               |             |
| DOE Husseman grant final report and reimbursement request                                |               |             |
| Irrigation diversion location information to SeaGrant, City of Sequim for grant proposal | <b>IE</b>     |             |
| <b>Project Planning &amp; Implementation</b>   |               |             |
| Aquifer recharge project planning and technical assistance to WWT                        |               |             |
| Dungeness Reservoir project planning, PSP Near Term Action                               | <b>IE</b>     |             |
| New ditch piping project research  |               |             |
| <b>Pollution Identification</b>  |               |             |
| Planning - PIC Open House  | <b>PIC</b>    |             |
| PSCDs conference call  | <b>PSCDs</b>  |             |
| Bookkeeper/Admin Assistant recruitment   | <b>COUNTY</b> |             |
| Office lease renewal   |               |             |
| <b>JENNIFER</b>  |               |             |
| <b>General Outreach &amp; Education</b>  | <b>IM</b>     |             |
| Planning/coordination with WSU Extension for 2018 workshops                              |               |             |
| Resources List for Clallam County Farmers  |               |             |
| <b>Agricultural Technical Assistance</b>   |               |             |
| Site visit and technical assistance to 1 landowner (Matriotti Creek)                     |               |             |
| Farm planning - Angela Larson (O'Brien Rd.)  |               |             |
| Farm Planning - River Run Farm (Woodcock Rd.)  |               |             |
| Attended WSU Pasture Mgmt Training   |               |             |
| TA - 3 landowners for HUAP protection (Blue Mountain Rd., Monroe Rd. O'Brien Rd.)        |               |             |
| TA - 1 landowner (Agnew) - waste storage structure                                       |               |             |
| <b>Low Impact Development &amp; Habitat Outreach &amp; Education</b>                     |               |             |
| Plant Sale   |               |             |
| Soil testing   |               |             |
| <b>General Outreach &amp; Project Administration</b>                                     |               | <b>RCDP</b> |

|   |              |
|---|--------------|
| General RCPP coordination and monthly progress report                           |              |
| <b>Pollution Identification</b>   | <b>PIC</b>   |
| Planning - PIC Open House (Dec. 11th)   |              |
| <b>MEGHAN</b>   | <b>GRANT</b> |
| <b>General Outreach &amp; Education</b>   |              |
| Emailed winter newsletter, updated mailing list database                        |              |
| <b>Agricultural Technical Assistance</b>  |              |
| Attended Pasture Training in Port Hadlock                                       |              |
| TA to F. Hafer (Blue Mtn.) - pasture fertility                                  |              |
| <b>Low Impact Development &amp; Habitat Technical Assistance</b>                |              |
| Plant sale (order processing, volunteer coordination)                           |              |
| TA to L. Davis on Pollinator Seed Mix   |              |
| TA to R. Halo on native conifer selection                                       |              |
| TA to City of PA on choosing native plant species for Landfill planting         |              |
| <b>Watershed/Salmon Recovery Planning</b>                                       |              |
| Site visit with Quileute Tribe to potential USFS road decommissioning site      |              |
| Adams FFFPP final report and project close-out                                  |              |
| NOPLS Project Scoring   |              |
| <b>Project Implementation</b>   |              |
| Coordination of spring planting for J&G Ag, Shangri La, and Weaver CREP buffers |              |
| Wrap-up of Adams CREP project (stock watering project)                          |              |
| <b>Project Maintenance</b>  |              |
| Site visit to Levi Semands (Eaton property) - mid-contract management           |              |
| <b>General Outreach &amp; Project Administration</b>                            |              |
| Planning for Willow-Wist CNMP   |              |
| <b>LIVESTOCK WATER QUALITY</b>  |              |
| Site visit to Danny Smith farm with DOE and USDA                                |              |
| Site visit to B&T Cattle - cost-share project inspection                        |              |
|   | <b>IM</b>    |
|   | <b>CREP</b>  |
|   | <b>RCPP</b>  |