Regular Monthly Board Meeting
228 W. First St., Ste. H, Port Angeles
November 12, 2019

MINUTES

Supervisors Present: Matt Heins, Chair; Ben Smith, Vice-Chair; Robert Beebe, Auditor; Christy Cox and Scott Chitwood
Supervisors Absent:
Associate Supervisors Present:
Staff Present: Joe Holtrop, Executive Director; Meghan Adamire and Jennifer Bond, Conservation Planners; Judy Minnoch, Administrative Assistant
Others Present: Jean Fike, Conservation Commission regional manager

Presiding Officer: Matt Heins, Chair
Secretary: Judy Minnoch

Meeting called to order at 2:58 PM.

Approval of Minutes
Ben Smith moved to approve the minutes from the regular board meeting held on October 8, 2019.
Robert Beebe seconded the motion. Motion approved unanimously.

REPORTS

Staff Reports
Jen – Two cost-share onsite septic system projects have been installed and one project is currently under construction and should be completed within the next week. A design has been completed for the onsite septic system project located at 51 Meadow Drive but the project has not gone out to bid yet.

Meghan – Reported 70 volunteers attended our Orca Recovery Day event, planting over 1,700 trees along the Elwha River at the former Lake Aldwell reservoir. She also reported that two of the five pipes on the US Forest Service 2900 Road that we received grant funding in 2018 to provide designs and cost estimates have been replaced. The pipes at milepost 15.7 and 16.0 were completed this past summer, and milepost 15.9 will most likely be completed this summer as funding is secured through SRFB. She reported she will work with the USFS to apply for grant funding for the remaining two pipes this spring.

Joe – A contract was awarded to Nordland Construction for the Sequim Prairie-Tri Irrigation Association Evans Road Piping Project, and work is underway.

NRCS Report
No Report

Treasurer's Report

Ben Smith moved to approve the October 2019 Treasurer's report and approval of payments described as checks: FF 10090-10104, SB290-291, DD1033-1040; and electronic funds transfers dated October 1-31, 2019 in the amount of $75,285.69.

Christy Cox seconded the motion. Motion approved unanimously

Announcements/Public Comment

OLD BUSINESS

Anchor QEA Engineering Contract Amendment

Ben Smith moved to approve the Anchor QEA Engineering Contract Amendment with the deduction of the $2,440 site visit.

Scott Chitwood seconded the motion. Motion approved unanimously.

WACD State Meeting Attendance

Ben Smith moved to approve the cost of WACD State Meeting attendance for staff and supervisors interested.

Christy Cox seconded the motion. Motion approved unanimously.

NEW BUSINESS

Appoint Election Supervisor

Ben Smith moved to appoint Judy Minnoch as Election Supervisor.

Robert Beebe seconded the motion. Motion approved unanimously

Set Date, Time and Location of Election

Ben Smith moved to approve the Election Resolution setting the election date for Thursday, March 12, 2020 from 12:00pm to 7:00pm at the Armory Square Office Building, 228 W. First Street, Suite H, Port Angeles, WA.

Christy Cox seconded the motion. Motion approved unanimously.

Cooperator and Cost-share Agreements
- **Cooperator agreement with Brett Jauhola**
- **Cooperator agreement with Bob Reandeau**

Scott Chitwood moved to approve the cooperator agreement with Brett Jauhola.

Ben Smith seconded the motion. Motion approved unanimously.

Ben Smith moved to approve the cooperator agreement with Bob Reandeau.

Robert Beebe seconded the motion. Motion approved unanimously.

Executive Session called to order at 4:48 PM for executive director performance review.

Regular Meeting resumed at 6:13 PM.

Ben Smith moved to approve that the Manager range extend to include 74 on the minimum qualifications policy.

Scott Chitwood seconded the motion. Motion approved.

Ben Smith moved to approve that Joe Holtrop be moved to Range 74, Step D.

Robert Beebe seconded the motion. Motion approved unanimously.

Meeting adjourned at 6:17 PM.

Clallam Conservation District   Regular Monthly Board Meeting   October 8, 2019