



# Clallam Conservation District

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**Regular Monthly Board Meeting**  
**228 W. First St., Ste. H, Port Angeles**  
**July 9, 2019**

## MINUTES

**Supervisors Present:** Ben Smith, Vice-Chair; Robert Beebe, Auditor; Matt Heins, Scott Chitwood, & Christy Cox, Board Supervisors

**Supervisors Absent:**

**Associate Supervisors Present:**

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

**Others Present:** Kirk Sehlmeier, NRCS, Shana Joy and Jean Fike from Conservation Commission

**Presiding Officer:** Ben Smith, Vice-Chair

**Secretary:** Judy Minnoch

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

### **Approval of Minutes**

Matt moved to approve the minutes from the regular board meeting held on June 11, 2019.

Robert seconded the motion. Motion approved unanimously.

### **Election of Officers**

Robert Beebe moved to approve Matt Heins as Chairman of the Board. Scott Chitwood seconded the motion.

Motion approved unanimously.

Scott Chitwood moved to approve keeping Ben Smith as Vice-chairman and Robert Beebe as Auditor. Robert Beebe seconded. Motion approved.

## REPORTS

### **Staff Reports**

Jen – Tom Johnson and Josh Blue completed their onsite septic system cost share projects. Clallam County Environmental Health sent a referral for a property with a failing system located at 620 Cays Road. The landowner contacted the District and is interested in applying for cost share funding. The property is located adjacent to Matriotti Creek and there has been elevated bacteria/hot spots near this parcel. Four farms have signed up to install soil moisture monitoring equipment, which will be purchased with Drought funding.

Meghan – Mentioned the Sitkum 29 Road Culvert Replacement grant will be ranked for funding at next week's NPCLE meeting. She also reported working with several landowners to develop CREP buffers, one of which is a 180' buffer on the Hoko River and another is to reenroll a buffer on Cassolary Creek. She also completed a Conservation Plan for a yak farm, and provided technical assistance to a few other farms.

Joe – the DOT denied the permit for the aquifer recharge project using their retention pond on Highway 101 adjacent to Siebert Creek. Other staff report topics were covered later in agenda.

### **NRCS Report**

Kirk reported that last month three moisture monitoring stations were installed. Two EQIP contracts have been approved.

### **Treasurer's Report**

Matt Heins moved to approve the June 2019 Treasurer's report and approve for payment of checks described as FF10021-10041 and SB281-282, electronic funds transfers, and direct deposits described as DD1017-DD1020 dated June 1-30, 2019 in the amount of \$172,105.59.

Scott Chitwood seconded the motion. Motion approved unanimously.

### **Announcements/Public Comment**

## **OLD BUSINESS**

### **Extension of ¾-Time Employment for Judy Minnoch**

Matt Heins moved to approve extending Judy Minnoch's ¾ time employment through December 31, 2019, to be revisited at the December 2019 Board meeting.

Robert Beebe seconded the motion. Motion approved unanimously.

### **Interlocal Agreement with Sequim Prairie-Tri Irrigation Association for Evans Road Piping Project**

Matt Heins moved to approve the Interlocal agreement with Sequim Prairie-Tri Irrigation Association for Evans Road Piping Project.

Scott Chitwood seconded the motion. Motion approved unanimously.

### **Amendment to the Contract with Anchor QEA for Irrigation Piping Engineering**

Matt Heins moved to approve the amendment to the contract with Anchor QEA for Irrigation Piping Engineering.

Robert Beebe seconded the motion. Motion approved unanimously.

## **NEW BUSINESS**

### **Approval for funds to replace Jennifer's laptop**

Matt Heins moved to approve spending up to \$2,500 on a laptop for Jennifer Bond.

Christy Cox seconded the motion. Motion approved unanimously.

### **Approval of Washington Association of Conservation Districts Annual Dues**

Christy Cox moved to approve the Washington Association of Conservation Districts Annual Dues of \$4,560

Scott Chitwood seconded the motion. Motion approved unanimously.

### **Approval of Conservation Commission Master Contract**

Matt Heins moved to approve the Conservation Commission Master Contract

Robert Beebe seconded the motion. Motion approved unanimously.

### **Approval of Authorized Signatures**

Robert Beebe moved to approve the Conservation Commission's Annual Authorization Signature Form.

Christy Cox seconded the motion. Motion approved unanimously.

### **Approval of Conservation Commission Grant Addenda for Irrigation Efficiencies**

Robert Beebe moved to approve the Grant Addenda for Irrigation Efficiencies, Implementation, Shellfish, Natural Resource Investments, and Drought Funding.

Matt Heins seconded the motion. Motion approved unanimously.

**Approval of Cost-share and Landowner Labor Rates**

Matt Heins moved to approve the Cost-Share rate of up to 100% and Landowner Labor Rates at \$22/hour, miners at age 17 and younger at WA state minimum wage.

Robert Beebe seconded the motion. Motion approved unanimously.

**Approval of Interlocal Agreement with City of Forks for Rainwater Harvesting Project**

Scott Chitwood moved to approve the Interlocal Agreement with City of Forks for Rainwater Harvesting Project for up to \$4,000.

Matt Heins seconded the motion. Motion approved unanimously.

**Approval of Agent to Receive Claims for Clallam Conservation District on Record**

Matt Heins moved to approve the Clallam Conservation District Executive Director as the Agent on record with Clallam County to Receive Claims.

Scott Chitwood seconded the motion. Motion approved unanimously.

**Cooperator and Cost-share Agreements**

Matt Heins moved to approve the cost-share agreement with Ascencion Salgado to replace a failing on-site septic system at 100% cost-share rate for design and permits and a 75% cost-share rate for installation not to exceed \$18,750 total in cost-share funding.

Robert Beebe seconded the motion. Motion approved unanimously.

Matt Heins moved to approve the cost-share agreement with Samuel Gutknecht to replace a failing on-site septic system at 100% cost-share rate for design and permits and a 75% cost-share rate for installation, not to exceed \$37,500 total in cost-share funding

Scott Chitwood seconded the motion. Motion approved unanimously.

Matt Heins moved to approve writing a letter of support for the proposed Clallam County \$13 annual on-site septic fee. Robert Beebe seconded the motion. Motion was amended to have Christy Cox and Matt Heins review the letter. Motion and Amendment approved unanimously.

**Meeting adjourned at 5:37 PM.**

The image shows two handwritten signatures. The top signature is written in blue ink and appears to be 'R. Beebe'. The bottom signature is written in black ink and is more stylized, possibly 'M. Heins'.