



Clallam Conservation District

228 W. First Street, Sulte 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 14, 2020

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: Kirk Sehlmeier, NRCS

Presiding Officer: Matt Heins, Chair

Secretary: Judy Minnoch

Meeting called to order at 3:00 PM.

Approval of Minutes

Ben Smith moved to approve the minutes from the regular board meeting held on December 10, 2019.

Christy Cox seconded the motion. Motion approved unanimously.

REPORTS

Staff Reports

Meghan – The Forest Service came up funds needed to supplement the Salmon Recovery Funding Board grant for the Sitkum FS RD 2900 MP 15.9 pipe replacement, so that project is slated to be complete in 2020 or 2021. Meghan is working with Betsy Krier of the Wild Salmon Center on a SRFB grant and WCRRI grant to complete the two remaining Sitkum FS RD 2900 pipe replacement projects.

Jen – Shellfish funding for Joanne Garner's onsite septic system was approved by WSCC and Jean Fike said this is likely the last allocation of funding this biennium (ending June 2021). Clallam County Environmental Health is finalizing its contract with DOE for the next phase of PIC work. CCD will get \$10,000 each year for 2020 and 2021.

Joe – A brief update on the SPTIA Evans Road Pipeline Project was given.

NRCS Report

Kirk reported that the state conservationist said that this is the biggest transition for NRCS with new tools and programs. They are nearly done writing the program rules and requirements for the 2018 Farm Bill. Will have more information on Farm Bill next meeting.

Treasurer's Report

Ben Smith moved to approve the December 2019 Treasurer's report and approval of payments described as checks: FF 10124-10138, DD1045-1048 and electronic funds transfers dated December 1-31, 2019 in the amount of \$50,757.54.

Scott Chitwood seconded the motion. Motion approved unanimously.

Announcements/Public Comment

WACD Legislative day is January 21 and a key topic will be district elections. There is a bill to put all special purpose district elections on the general ballot. Joe has been in communication with Senator Van De Wege's staff about our position on elections.

OLD BUSINESS

Well Meter Installation Reimbursement Policy

Ben Smith moved to approve the Well Meter Installation Reimbursement Policy as amended.

Christy Cox seconded the motion. Motion approved unanimously.

2020 Annual Plan Review and Approval

With the increased County funding, Ben and Christy have asked us to distinguish what we do with this funding. Joe noted that we already track how all funds are spent.

Ben Smith moved to approve the 2020 Annual Work Plan as presented.

Robert Beebe seconded the motion. Motion approved unanimously.

2020 County Funding Agreement Approval

Commissioner Johnson has received the draft agreement and said he needs to review it with the chief financial officer.

Ben Smith moved to approve the Memorandum of Agreement with Clallam County for funding.

Scott Chitwood seconded the motion. Motion approved unanimously.

NEW BUSINESS

Cooperator and Cost-share Agreements

- **Cooperator agreement with Melissa Levenstein**

Ben Smith moved to approve the cooperator agreement with Melissa Levenstein.

Christy seconded the motion. Motion approved unanimously.

- **Cooperator agreement with Joanne Garner**

Ben Smith moved to approve the cooperator agreement with Joanne Garner.

Scott Chitwood seconded the motion. Motion approved unanimously.

Christy Cox moved to approve the cost-share agreement with Joanne Garner 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 \$25,000 total in cost-share funding.

Ben Smith seconded the motion. Motion approved unanimously.

Executive Session called to order at 4:08 PM.

Regular Meeting resumed at 4:51 PM.

Ben Smith moved to give Judy Minnoch a 1 step increase on the WA state Salary schedule from Range 44, Step I to Range 44, Step J, effective January 1, 2020.

Christy Cox seconded the motion. Motion approved unanimously.

Ben Smith moved to approve extending Judy Minnoch's ¾ time employment through June 30, 2020, to be revisited at the June 2020 Board meeting.

Christy Cox seconded the motion. Motion approved unanimously.

Meeting adjourned at 4:57 PM.

