



Clallam Conservation District

228 W. First Street, Suite H Port Angeles, WA 98362 www.clallamcd.org 360-775-3747 Fax: 360-775-3749

Regular Board Meeting
Online Access via GoToMeeting
November 10, 2020

MINUTES

Supervisors Present: Matt Heins, Chair; Ben Smith, Vice-Chair; Christy Cox, Auditor; Scott Chitwood and Carolyn Wilcox

Supervisors Absent:

Associate Supervisors Present:

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

Others Present: Alan Chapman, Whatcom CD Supervisor & WACD NW Area Rep; Anne Baxter, Water Quality Specialist with Department of Ecology

Presiding Officer: Matt Heins, Chair

Secretary: Judy Minnoch

Meeting called to order at 3:00 PM.

Public Comment: no comment

Approval of Minutes

Ben Smith moved to approve the minutes from the October 13, 2020 board meeting as amended.

Scott Chitwood seconded the motion. Motion approved unanimously.

REPORTS

Staff Reports

Jen – Steven Smith’s onsite septic system cost share project is complete. The poultry webinar went well with 62 attendees. Christy requested that webinar recordings be available on the District’s website.

Meghan – Three volunteer plantings this month were implemented in partnership with Lower Elwha Klallam Tribe, including one on Little River, one on the Elwha River for Orca Recovery Day and one on Ennis Creek. In total 2,479 trees were planted with the help of 86 volunteers who logged 220 volunteer hours. There was also a discussion on how to assist landowners with riparian plantings that don’t fit Conservation Reserve Enhancement Program (CREP) guidelines.

Joe – We will be receiving a two-year grant in January from the Conservation Commission for a little over \$51,000 for outreach and education and technical assistance to livestock owners. The purpose of the grant is to improve and protect water quality for shellfish growing in Dungeness and Sequim bays. We were contacted by the Port Angeles School District about assisting with development of an “outdoor classroom” utilizing the wetland at Stevens Middle School. Joe has asked Meghan to take the lead on this project. We partnered with

the Quileute Tribe on preparation of a WACD Tribal Partnership Award nomination, which was submitted just before the end of October.

Matt and Joe met the Graymarsh wildlife manager. Because Graysmarsh must be consulted and approve most irrigation ditch piping projects on the east side of the Dungeness River, it is important to maintain good relations with them.

NRCS – no report

Treasure's Report

Scott Chitwood moved to approve the October 2020 Treasurer's report and approval of payments described as checks: FF10262-10270 and SB 308 and electronic funds transfers dated October 1-31, 2020 in the amount of \$29,608.64.

Ben Smith seconded the motion. Motion approved unanimously.

Public Comment and Announcements

Alan Chapman reported that WACD Northwest Area meeting

OLD BUSINESS

Orca Recovery Day Report:

Meghan reported the District partnered with Lower Elwha Klallam Tribe (LEKT) for Orca Recovery Day this year. LEKT secured the plants and the District coordinated the volunteers. 60 volunteers planted 1,497 trees along the lower Elwha River during the event and COVID guidelines were strictly followed.

- Ben suggested we track the total number of trees planted each year.
- Christy commended Meghan on doing an exceptional job with this project and keeping within COVID protocols.

Approval of Plant Sale Plan

Three plans for conducting the annual plant sale were presented. The board agreed to proceed with the preferred plan, with alternative A as a backup plan in case COVID19 conditions make it unsafe to use volunteers.

2021 District Elections Discussion

There are two parts of the conversation: Election Procedures and Advertising positions.

Carolyn Wilcox and Christy Cox will work with Judy to develop 2021 election procedures for review and approval at the December board meeting.

2020 Long Range Plan Update Discussion – Water Resources

Joe shared the draft Water Resources Program section for discussion.

Ben Smith moves to approve the Sustainable, Clean Water Quality section of the LRP as amended today. Carolyn Wilcox seconded the motion. Motion approved unanimously.

NEW BUSINESS

Personal Services Agreement with Clallam County for OSS Repair

Ben Smith moved to approve the Personal Services Agreement with Clallam County for OSS Repair as presented. Scott Chitwood seconded the motion. Motion approved unanimously

Professional Services Agreement with Zenovic & Associates for Engineering Services

Ben Smith moved to approve the Professional Services Agreement with Zenovic & Associates for Engineering Services for a resident 'on call' engineer through December 31st of 2022. Christy Cox seconded the motion. Motion approved unanimously.

- Engineering for the Sitkum USFS 2900 Road designs project to upgrade three road culverts is estimated to be over \$70,000. WA State law requires selection of engineers and architects, the most qualified firm is chosen.
- The board proposed that Joe, Meghan and Matt review the qualifications statements, work with the most qualified firm to develop a proposal, and bring the contract to the December meeting.

WACD Annual Conference Participation

- \$150 registration fee per district
- All of Clallam CD, supervisors and staff, will be registered and have the ability to attend.

Better Ground Monetary Contribution Pledge

Ben Smith moved to approve Better Ground Monetary Contribution Pledge in the amount of \$1,500.00 for 2021. Scott Chitwood seconded the motion. Motion approved unanimously.

In-Person Meetings Discussion

- Inquiry about face to face meetings to meet in conference room next door to District office. Most feel that with COVID numbers increasing, we should continue virtual meetings. We will keep the OlyCAP conference room in mind for future board meetings.

Personnel Review Discussion

- Ben and Christy have spoken regards Joe's evaluation. They have a framework in place and plan to have an evaluation by next month's meeting.

Cooperator Agreements

Ben Smith moved to approve Cooperator Agreement with Tommy & Jennifer Post. Christy Cox seconded the motion. Motion approved unanimously.

Ben Smith moved to approve Cooperator Agreement with Cortland & Debi Goetz. Christy Cox seconded the motion. Motion approved unanimously.

Meeting adjourned at 5:33 PM.

