



# 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 Zoom

December 8, 2020

### MINUTES

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

**Supervisors Absent:**

**Associate Supervisors Present:** Cathy Lucero

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

**Others Present:** Kirk Sehlmeier, Natural Resource Conservation Service (NRCS); Jean Fike, SCC Regional Manager; Anne Baxter, Water Quality Specialist with Department of Ecology, James Wengler, surveyor in Port Angeles; Neilue Naini, citizen

**Presiding Officer:** Matt Heins, Chair

**Secretary:** Judy Minnoch

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

Scott Chitwood moved to approve to extend  $\frac{3}{4}$  time for Judy Minnoch through the end of January 2021. Ben Smith seconded the motion. Motion approved unanimously.

#### **Public Comment:**

Local surveyor James Wengler commented on the recent request for qualifications for engineering on the USFS Sitkum Road project. He recommended splitting projects that include both engineering and surveying into separate projects so local surveyors can submit qualifications statements and proposals.

#### **Approval of Minutes**

Ben Smith moved to approve the minutes from the November 10, 2020 board meeting as presented. Scott Chitwood seconded the motion. Motion approved unanimously.

### REPORTS

#### **Staff Reports**

Jen – Webinar: 50 people signed up for the recording. Six people showed up for the actual webinar. Two farm plans in progress: a 10 acre farm and a new farm owner for a 7  $\frac{1}{2}$  acre farm in Agnew area.

Meghan – Plant Sale going well and 111 orders have already been submitted. A request for qualifications was put out for the Sitkum FS Road 2900 Designs project, and contract negotiations are in progress with the most qualified firm. Ben requested Meghan inquire with this engineer about splitting up or combine solicitations between the engineers and surveyors for future projects.

Joe – see staff activities report

**NRCS** – Kirk reported 12 EQIP applications have been submitted for Clallam County, which is the most our county has ever had. Working on getting the 2021 contracts moving earlier in the year, hopefully starting in April. Progress has also been made on RCPP projects, and all engineering is complete.

### **Treasurer's Report**

Ben Smith moved to approve the November 2020 Treasurer's report and approval of payments described as checks: FF10271-10273, 10275-10283, 10293-10294 and SB309-310 and electronic funds transfers dated November 1-30, 2020 in the amount of \$71,618.42. Christy Cox seconded the motion. Motion approved unanimously.

### **OLD BUSINESS**

#### **Set Date, Time and Location for 2021 District Supervisor Election:**

Ben Smith moved to approve the Election Resolution setting the election date for Friday, March 19, 2021 from 12:00PM to 8:00PM at the Armory Square Office Building, 228 W First Street, Suite H, Port Angeles, WA. Scott Chitwood seconded the motion. Motion approved unanimously.

#### **Update Supervisor Candidate Personal Information Policy**

Christy Cox moved to approve the Parameters for Publishing Candidate-Provided Information as amended. Ben Smith seconded the motion. Motion approved unanimously.

Carolyn – suggest we update the website to include bios of each of the supervisors and why they got involved with the conservation district.

### **WACD conference Report**

There was some discussion about supervisors and district employee lobbying constraints. We cannot advocate one way or another for a candidate or anything being voted on. We can provide information and educate. This is part of lobbying law.

Christy gave a brief summary of the WACD resolutions that passed.

The Tribal Partnership Award was presented to the Quileute Tribe and Clallam Conservation District.

At the follow-up Conservation Commission meeting, a committee was created to work with districts, the legislature, and outside organizations on district elections reform.

### **2020 Long Range Plan Update Discussion – survey results, Habitat and Soil Health**

Joe presented the long-range plan survey results and led a discussion about how to better address the desire for climate change programs and local farm support.

- Climate Change: Christy suggested starting by adding a Climate Change page to our website that describes our programs and services as they pertain to climate change and climate change resiliency.
- Local Farm Support: Joe suggests to work tandem with WSU Extension. We currently work mainly on helping farms comply with changing environmental regulations, which is in a way supporting their financial health. Christy mentioned local programs that are directly involved with the farmers, including the farmers market and the Peninsula College. A suggestion was made to survey farmers about their needs.

## **NEW BUSINESS**

### **Approval of New On-site Septic Cost-Share Agreement**

Christy Cox moved to table the approval New On-site Septic Cost-Share Agreement until next board meeting. Carolyn seconded the motion. Motion approved unanimously.

### **Sequim Prairie-Tri Irrigation Association Screen Request**

Christy Cox moved to approve purchase of a mechanical screen to be loaned to the Sequim Prairie-Tri Irrigation Association. Ben Smith seconded the motion. Motion approved unanimously.

### **Cooperator Agreements**

Christy Cox moved to approve Cooperator Agreement with Carolyn Guske. Scott Chitwood seconded the motion. Motion approved unanimously.

Carolyn Wilcox moved to direct staff to come back to the board with suggestions on how the district addresses local farm support and climate change. Christy seconded the motion. Motion approved unanimously.

**Executive Session called to order at 5:05 PM for executive director performance review**

**Regular Meeting resumed at 6:15 PM**

**Meeting adjourned at 6:15 PM.**

