



# Clallam Conservation District

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

**Regular Monthly Board Meeting**  
Online Access via GoToMeeting  
**July 14, 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:** Kirk Sehlmeier, NRCS; Alena Reynolds & Anne Baxter Ecology; Alan Chapman, WACD NW Area Rep. & Whatcom CD Supervisor; Tom Salzer, WACD Executive Director; Hank Oosterveld, citizen

**Presiding Officer:** Matt Heins, Chair

**Secretary:** Judy Minnoch

**Meeting called to order at 3:02 PM.**

### Approval of Minutes

Carolyn Wilcox moved to approve the minutes from the regular board meeting held on June 9, 2020 with the land acknowledgement discussion added and the equity statement edited as discussed.

Ben Smith seconded the motion. Motion approved unanimously.

## REPORTS

### Staff Reports

Joe – There were no questions or comments about Joe’s written report.

Jennifer – One onsite septic repair project is scheduled to be installed in early August. Clallam County Environmental Health sent a referral for a failing onsite septic system (OSS) in the Bell Creek Pollution Identification & Correction project area and the project likely fits the District’s OSS cost sharing program requirements. One farm installed three soil moisture monitoring stations on leased pastureland and report that moisture monitoring helps them in making irrigation application decisions.

Meghan – Developed a survey with Jennifer to send to horse and livestock workshop participants, as well as farms that have received technical assistance from the District. The survey will help us understand what has resulted from our assistance. 193 surveys were sent yesterday and 20% have been returned. The Sitkum Forest Service Road 2900 milepost 15.9 culvert replacement project will begin on July 27. Meghan asked for Board direction regarding partnering with the Lower Elwha Klallam Tribe again this year for Orca Recovery Day, which is October 17. The Tribe plans to purchase 2,000 trees for the event to plant at the Elwha River. The Board was in support of moving forward with planning for the event.

### NRCS Report

Kirk Sehlmeier reported that Clallam County will have \$838,000 obligated in the Environmental Quality Incentives Program (EQIP) by the end of August and another \$760,000 in the Regional Conservation

Partnership Program by the end of September. Meghan, Jen, and Joe have each sent referrals for 2021 EQIP to Kirk, so he has quite a few potential new contracts for the upcoming year. He mentioned applications for 2021 EQIP are being accepted through September 30th.

### **Treasurer's Report**

Ben Smith moved to approve the June 2020 Treasurer's report and approval of payments described as checks: SB303-304, FF10211-10218, DD1069-1072 and electronic funds transfers dated June 1-30, 2020 in the amount of \$37,739.38.

Scott Chitwood seconded the motion. Motion approved unanimously.

### **Public Announcements**

Tom Salzer provided a Washington Association of Conservation Districts (WACD) update.

### **OLD BUSINESS**

#### **Proposed Public Information Policy**

No action taken. Carolyn requested more time to review the proposed changes to the current policy and offered to make edits.

#### **Proposed Changes to District Elections**

Joe summarized the Conservation Commission's proposed changes to the district elections rules. The most significant proposed change is the eligibility of write-in candidates without filing. Online public comment is being accepted until September 1, 2020 and individual board members and staff were encourage to submit comments.

#### **Dungeness Off-Channel Reservoir Update and Discussion**

The conservation district's role in the reservoir planning and design was discussed. All agreed that the district should continue to play a role; however, it was pointed out that Clallam County received substantial grant funding for this and has subcontracted with Washington Water Trust but no funding has been offered to the district.

#### **2020 Long Range Plan Update Discussion**

The introductory part of the current long range plan was reviewed. An equity statement was added under the Values section and alternative language was added about who the district serves. It was agreed to address updates to one resource program area at a time in subsequent board meetings. Supervisors were encouraged to review the draft update of the Resource Inventory beforehand, as that document should inform long range plan update decisions. In addition, the implementation status of current resource program areas will be emailed out prior to their respective discussions.

#### **Tracking of County Funding**

Ben Smith requested all District activities be tracked by each County Commissioner district so we can easily provide them with a summary of the services we have provided in their respective districts.

### **NEW BUSINESS**

#### **Work Crews, Volunteer and AmeriCorps Sponsorship Discussion**

Pros and cons of various work crew and volunteer programs were discussed, including costs.

#### **2021 Plant Sale Discussion**

Options for preparing for and conducting the 2021 plant sale without volunteers or with substantially reduced volunteer assistance, was discussed. Tom Salzer will inquire about WACD Plant Materials Center bundling options, and an inquiry will be made about possibly contracting with Lazy J Tree Farm for packaging of orders.

**Addenda Approval for Implementation and Salmon and Orca Grants**

Ben Smith moved to approve the Addendum for Implementation grant, including the Salmon and Orca funding. Christy Cox seconded the motion. Motion approved unanimously.

**Continuation of ¾-Time Employment for Judy Minnoch**

Ben Smith moved to approve a continuation of Judy Minnoch's ¾ time employment through December 31, 2020, to be revisited at the December 2020 Board meeting.

Scott Chitwood seconded the motion. 2 votes are approved and 2 abstained, motion carries.

**Cooperator and Cost-share Agreements**

Ben Smith moved to approve the cooperator agreement with Keith and Darci Lee.

Scott Chitwood seconded the motion. Motion approved unanimously.

**Meeting adjourned at 5:42 PM.**

