



# Clallam Conservation District

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## Regular Board Meeting

Online Access via Zoom

May 11, 2021

## MINUTES

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

**Supervisors Absent:** Carolyn Wilcox

**Associate Supervisors Present:**

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

**Others Present:** Kirk Sehlmeier, Natural Resources Conservation Service (NRCS); Clea Rome, Director WSU ext.; Tom Salzer, WACD Executive Director; Rob Ollikainen, Peninsula Daily News; Lori DeLorm, Jamestown S'Klallam Tribe & Board Supervisor-Elect (unofficial); Jean Fike, SSC Regional Manager; Alan Chapman, Whatcom Conservation District Supervisor and NW Area Director for WACD

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

**Secretary:** Judy Minnoch

**Meeting called to order at 3:01PM.**

**Public Comment:**

None

**Approval of Minutes**

Matt Heins moved to approve the minutes from the April 13, 2021 board meeting as presented.

Scott Chitwood seconded the motion. Motion approved unanimously.

## REPORTS

### District, NRCS & Commission Reports

The district did 9 webinars in April and provided technical assistance to 18 individuals.

Jennifer and Meghan stated that going forward we will most likely be more productive with workshops by getting out in the field and doing more farm tours. People are ready to get outside as can be seen by attendance for webinars dropping off this spring.

Meghan reported that the four volunteer planting events we partnered with the Lower Elwha Klallam Tribe (LEKT) to organize this spring resulted in planting 2,203 trees along Little River and the Elwha River with the help of 32 volunteers. We also partnered with LEKT for an Earth Day Weed Pull event, and removed 84 gallons of herb Robert from the Elwha Valley with the help of six volunteer.

NRCS: Kirk Sehlmeier reported he has two contracts obligated so far this year within the county, for about \$15,000. The state recently got an allocation from the national office for additional \$9.5 million. Hopefully this will be able to assist with getting some of the bigger forestry contracts with the tribe and also river restoration funded. Sarah will be the point of contact as of May 21, 2021 due to Kirk leaving.

Commission: Jean Fike shared information on the upcoming 2-day commission meeting. The first day is planning and the 2<sup>nd</sup> day will be the business meeting with a couple of items of interest on that agenda include certification of the district elections and discussion of the budget. Also, they will be expecting a decision on the National Resource Investments funding guidelines.

WACD: Alan reported a working session coming up for the board next Monday for two committee meetings. They will be looking at budgets for the annual meeting and gathering information from districts on what their view of annual meetings look like. Tom Salzer added that increasing CTA (conservation technical assistance) is top priority.

WSU Extension Report: Clea gave an overview of some of the agricultural activities WSU Extension is providing. She gave some background on the possibility of an equipment rental program. WSU Extension lends out weed wrenches for \$50 deposit. She contacted extension offices throughout Washington, and there aren't any that rent out equipment except a hay or soil probe. Some extension offices own the equipment but their local conservation districts maintain it and rent it for them. She does see a need locally for small equipment, especially the manure spreader, but feels that it might best be handled with a local farm or tractor business renting out the equipment.

### **Treasurer's Report**

Matt Heins moved to approve the April 2021 Treasurer's report and approval of payments described as checks: FF10343-10354 and SB321-322 and electronic funds transfers dated April 1-30, 2021 in the amount of \$60,687.52. Christy Cox seconded the motion. Motion approved unanimously.

### **OLD BUSINESS**

#### **Approve On-call Cultural Resources Consultant Agreement**

Matt Heins moved to approve the On-call Cultural Resources Consultant Agreement with Equinox Research and Consulting International, Inc. (ERCI). Christy Cox seconded the motion. Motion approved unanimously.

#### **Contract with WSU for Weather Station**

Matt Heins moved to approve the service agreement with WSU for Weather Station. Scott Chitwood seconded the motion. Motion approved unanimously.

#### **Discussion on New Program Development Draft Procedures**

Jennifer presented a draft procedures to present clear path for staff and Board members to follow when proposing new programs. The procedure includes checking in with the Board early in program

development, before an extended amount of time is invested in the details associated with the program proposal. This set of procedures is postponed for approval until next month's meeting.

**Department of Health (DOH) National Estuary Program (NEP) Grant Addendum Approval**

Matt Heins moved to approve the Department of Health (DOH) National Estuary Program (NEP) Grant Addendum (this contract is with the Conservation Commission under a master contract). Scott Chitwood seconded the motion. Motion approved unanimously.

**NEP and PIC Program Funds**

Jennifer reports that we don't currently have any OSS cost share referrals for properties located within PIC focus areas. CCEH has not been able to conduct site investigations in PIC project areas due to Covid and they are concerned that we will not spend the OSS cost share funding before the grant expires. CCEH encouraged us to possibly expand the parameters of this program so homeowners with high priority systems are eligible for OSS cost share funding without first being denied through Craft3. Jennifer will present evaluation criteria that can be used to help the Board make funding decisions for project located outside PIC project areas at the June Board meeting. The Board asked Jennifer to include evaluation criteria such as pollution probability and proximity to flood zones.

**NEW BUSINESS**

**Schedule 22 Approval**

Matt Heins moved to approve the 2020 BARS: Schedule 22 report as presented. Christy Cox seconded the motion. Motion approved unanimously.

**Credit Card Policy Review**

Matt Heins moved to approve for Joe to be removed as an authorized user and Judy be made to be the authorized user. Scott Chitwood seconded the motion. Motion approved unanimously.

**Vacation Leave Accrual Policy Review**

Matt Heins moved to approve to amend the Vacation Leave Policy to suspend the accrual cap for 6 months starting May 1, 2021 with still keeping the maximum allowed to payout at 240 hours. Scott Chitwood seconded the motion. Motion approved unanimously.

**Cooperator Agreements**

Math Heins moved to approve the cooperator agreement for Richard Bugge. Scott Chitwood seconded the motion. Motion approved unanimously.

**Personnel Discussion**

Joe is asking that any nonessential activities be postponed such as new program or policy development. He does not plan on doing much with the newsletter. There are a lot of TA assistance from [info@clallamcd.org](mailto:info@clallamcd.org). Judy will be taking over the info email and filtering technical assistance emails to the staff. Jennifer will be taking on the responsibility of the Conservation Futures Committee with Christy as backup.

Supervisor complaint policy will discussed for approval at the next board meeting.

Thank you to Scott Chitwood for serving on our board.

Meeting adjourned at 6:02 PM.