



Clallam Conservation District

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Regular Board Meeting
Online Access via Zoom & In Person
August 10, 2021

MINUTES

Supervisors Present: Ben Smith, Vice-Chair; Carolyn Wilcox, Auditor; Matt Heins, Lori DeLorm

Supervisors Absent: Christy Cox, Chair

Associate Supervisors Present: none

Staff Present: Kim Williams, District Manager; Meghan Adamire, Jennifer Bond, Conservation Planners; Judy Minnoch, Bookkeeper/Administrative Assistant

Others Present: Jean Fike, SSC Regional Manager; Alan Chapman, Whatcom Conservation District Supervisor and NW Area Director for WACD; Anne Baxter, Department of Ecology

Presiding Officer: Ben Smith, Vice-Chair

Secretary: Judy Minnoch

Meeting called to order at 3:05PM.

Public Comment:

Approval of Minutes

Matt Heins moved to approve the minutes from the July 13, 2021, regular board meeting as presented. Carolyn Wilcox seconded the motion. Motion approved unanimously.

Matt Heins moved to approve the corrected minutes from the July 26, 2021, special board meeting as presented. Carolyn Wilcox seconded the motion. Motion approved unanimously.

REPORTS

District

Jennifer – Met with Clallam County Environmental Health to address OSS referrals; referrals have started trickling in. Working on developing conservation plan for a property referred by Dept. of Ecology. Lori DeLorm can share water quality data that indicates current management is problematic during the wet season.

Meghan – Discussed potential projects for utilizing WSCC Natural Resource Investment project funding including a waste storage structure, heavy use area protection, and exclusion fencing for two farms in Port Angeles in Forks. Also discussed possibility of using that funding for planting riparian buffers on CREP ineligible properties through a new program through WSCC called District Implemented Projects. The Board was in support of developing these projects/ideas and bringing a proposal for the NRI funds to them in September.

Kim – Continuing to learn the scope of the position and prioritizing what's in the 'best' interest for the District and focusing on financial operations. We, the district staff, met with and updated the County Commissioners at their work session. They were all engaged and happy to hear from us. They would like for us to work on outreach, connecting with elected officials and get out into the community more. Attended the Dungeness River Management team meeting and PSCD caucus meeting. Started the application process to get on the Conservation Futures board. In preparing for the CD biennium report, Matt suggested on making the Dungeness Reservoir a big deal. Promoted native landscaping and plant sale by planning to be involved in Orca Day activities through providing workshops on native planting. Approved with Olympic National Park to hold Native Plant Landscaping walk up by the visitor's center.

NRCS

None.

Commission Reports

WACD

Alan Chapman reported WACD is utilizing a new strategy to address problems different regions are facing and work to have backup funding to assist when natural disasters occur. The WACD Annual Meeting will most likely be a one day in person meeting in Tacoma with a no cost dinner the night before, pending issues with the pandemic.

Supervisors

Carolyn Wilcox gave some background on Big Boy Pond, a wetland near Stevens Middle School on school district property that drains to Tumwater Creek which has Coho, Steelhead, and Pacific Lamprey an ESA list candidate as well as cutthroat and rainbow trout. She has concerns that momentum for the project may have stalled and would like the District to consider ways we can help with forward movement. Ideas will continue to be pursued by Carolyn and staff.

Carolyn also mentioned that Paul Forrest has put together an amazing street tree program for the City of Port Angeles and asked that CCD promote the program, especially during plant sale since some species, like Rocky Mountain Maple, are approved for use in the program. This information will be added to our plant sale tree information.

Accountability, Operations, Supervisor Training Video

A link for the approx. 15 minute video will be sent to Supervisors to watch prior to the next Board meeting.

Treasurer's Report

Matt Heins moved to approve the July 2021 Treasurer's report and approval of payments described as checks: FF10385-10396 and SB328-329 and electronic fund transfers dated July 1-31, 2021 in the amount of \$51,929.80.

Carolyn Wilcox seconded the motion. Motion approved unanimously.

OLD BUSINESS

Supervisor Complaint Policy

After discussion this policy was tabled until next meeting for a final version to approve. The Board will get any additional comments to Kim by August 24.

NEW BUSINESS

Judy Minnoch 3/4-time Status Review

Matt Heins moved to approve Judy Minnoch to continue at 3/4-time through the end of January 2022 and will be reviewed in January 2022.

Carolyn Wilcox seconded the motion. Motion approved unanimously.

Update Appointment of Agent to Receive Claims

Matt Heins moved to approve Resolution No. 2021-0810.06, Appointment of Agent to Receive Claims for Damages.

Carolyn Wilcox seconded the motion. Motion approved unanimously.

Update Purchasing and Credit Card Use Policy

Matt Heins moved to approve the Purchasing and Credit Card Use Policy.

Carolyn Wilcox seconded the motion. Motion approved unanimously.

Microsoft 365 Migration

Carolyn Wilcox moved to approve Microsoft 365 and migration costs of up to \$4500.00.

Lori DeLorm seconded the motion. Motion approved unanimously.

Volunteer Program Update

Staff discussed utilizing volunteers for more in-office assistance including soil testing, light administration duties and plant sale. The Board was fully in support of this idea.

Cooperator Agreement for Olympic Peninsula Alpaca Rescue

Matt Heins moved to approve the Cooperator Agreement with Olympic Peninsula Alpaca Rescue.

Carolyn Wilcox seconded the motion. Motion approved unanimously.

Meeting adjourned at 5:45PM.

Kim Willard 9/14/21
[Signature] 9/15/21