



Clallam Conservation District

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Regular Board Meeting
Online Access via Zoom
September 14, 2021

MINUTES

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

Supervisors Absent:

Associate Supervisors Present: none

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

Others Present: Alan Chapman, Whatcom Conservation District Supervisor and NW Area Director for WACD

Presiding Officer: Christy Cox, Chair

Secretary: Judy Minnoch

Meeting called to order at 3:00 PM.

Public Comment:

Approval of Minutes

Matt Heins moved to approve the minutes from the August 10, 2021, regular board meeting as presented. Ben Smith seconded the motion. Motion approved unanimously.

REPORTS

District

Kim – has been focused on the financial operations of the district. The financial operations of the District are a priority. She reports that working with Joe is going well. Communication is better and they plan for Kim to take the lead on a new irrigation project of which he will assist throughout the process. With IE, we are increasing funding due to pipe cost increases. She attended a couple of Meghan's and Jen's workshops, and also met with Ben and toured the Dungeness Off-Channel Reservoir Project as well as some of the irrigation projects that the District has done through the years.

Kim has been attending meetings with our partners such as Dungeness River Management Team, Strait Ecosystem Meeting with climate change, and Building Better Leadership with the commission. She also has been accepted into Conservation Future Program Advisory Board. She will be doing a native plant walk in preparation for our plant sale.

Meghan – reported the MP 15.9 and 18.3 culverts in Sitkum watershed have been replaced in partnership with the USFS. These culverts were not fish passage barriers, but were undersized and deteriorating posing a risk of mass wasting events that would lead to a high volume of sediment entering the Sitkum River. Meghan provided landowner outreach and technical assistance to Wild Salmon Center on a culvert removal on a

tributary to Bear Creek. Removal of this barrier will help leverage funding for downstream barrier removals. Meghan also assisted with a partnership project with LEKT, Clallam County, WDFW and Lake Sutherland Community members on a debris removal event on Indian Creek. 58 volunteers participated and removed 4,580 pounds of trash. She has also been coordinating Orca Recovery Week events, including educational walks, volunteer plantings and debris removal on Indian Creek. She also reported three farm tour workshops were held in August with 57 people in attendance.

Jennifer – is working with Lori DeLorm to plan an Orca Recovery Day event on Oct. 6th at the Dungeness River Center. Great attendance at farm tours, resulting in site visit requests and at least one new cooperator who would like to install a fence along a stream. Applied for \$50,000 of Shellfish funding to assist with piping an irrigation ditch that cattle have access to. Increased communication with Clallam County Environmental Health regarding possible onsite septic system referrals to the cost sharing program but still no applicants at this time. Met with Mark Bowman with North Olympic Development Council to discuss ideas for supporting and farm equipment rental business. Mark is coordinating a meeting with the new CEO of Angeles Millworks, who is interested in possibly partnering to offer farm equipment rental at their new rental business they are developing. Hoping to offer a soil science and conservation unit at the Sequim High School in the fall and spring but have not nailed a date down yet. Discussion regarding composting activities and possibly offering composting workshops for both farmers and backyard gardens with the suggestion of exploring using both Robin Hill Farm Park and the Master Gardener's Woodcock property for workshop locations.

Judy – reports that Well Metering is moving along and going well. Working on the ongoing budgets of the new grants and working and training with Kim.

NRCS

Sarah Tanavasu met with Meghan and Kim at an alpaca farm as they are a great candidate for EQIP.

Commission Reports

WACD

Alan Chapman reported the NW Area meeting on 10/14/2021 is being put on by Skagit CD. If there are any requests for agenda items or resolutions then send them off to the WACD. The annual WACD meeting will be Nov 30, 2021. There is a list of about six topics to be discussed in the virtual meetings. A change in the bylaws will need to be made to accept votes virtually. As of now the bylaws state that only in person attendees can vote. Christy and Carolyn encouraged the other supervisors to get involved and attend these meetings to make our vote count.

Supervisors

Lori reported there is an opportunity for the District to assist with a riparian restoration planting project at The River's Edge site, estimated to be around 52 acres in size. This is in conjunction with the Dungeness River dike setback project.

Accountability, Operations, Supervisor Training Video

The board supervisors and staff watched a video produced by the WA Conservation Commission titled Board Governance and Public Official Conduct. It was discussed that we have a diverse board and a diverse board is a strong board. Even though we bring different perspectives proper public official conduct it is critical to having a united front.

It was suggested that the District start with defining diversity and how to keep other board members accountable and not to micromanage the manager and staff. Coming up with policies feels like a great start to achieve this. There needs to be a clear code of conduct and board policies for the supervisors and staff. Creating clear Policy and Procedures Manual that a new supervisor would receive.

Treasurer's Report

Ben Smith moved to approve the August 2021 Treasurer's report and approval of payments described as checks: FF10397-10413 and electronic fund transfers dated August 1-31, 2021 in the amount of \$46,846.19.

Matt Heins seconded the motion. Motion approved unanimously.

OLD BUSINESS

Supervisor Complaint Policy

Matt Heins moved to approve the Supervisor Complaint Policy as presented.

Ben Smith seconded the motion. Motion approved by majority, 1 vote abstained.

NEW BUSINESS

Livestock Addendum

Matt Heins moved to approve the FY21-23 Livestock TA Addendum.

Ben Smith seconded the motion. Motion approved unanimously.

NRI Projects

Matt Heins moved to approve the 2021 NRI Funding Proposal as presented.

Ben Smith seconded the motion. Motion approved unanimously.

Vacation Policy Update

Ben Smith moved to approve Clallam Conservation District Vacation Policy 6 month wait to a 30-day wait time.

Carolyn Wilcox seconded the motion. Motion approved unanimously.

Cooperator Agreement

Ben Smith moved to approve the Cooperator Agreement with John & Lana Myers.

Carolyn Wilcox seconded the motion. Motion approved unanimously.

Kim Williams Full-time Status Review

A budget will be presented at the October meeting to review this topic.

Meeting adjourned at 5:05PM.



Board Chair 10/22/21

Kim Williams 10/26/21