



# 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

June 14, 2022

Armory Square, OlyCap Conference Room and via Zoom  
228 W. First St., Ste. G, Port Angeles, WA

## MINUTES

**Supervisors Present:** Christy Cox, Chair; Bennett Smith, Vice-Chair; Carolyn Wilcox, Auditor; Nicole Rasmussen

**Supervisors Absent:** Lori DeLorm

**Associate Supervisors Present:**

**Staff Present:** Kim Williams, District Manager, Jennifer Bond and Meghan Adamire, Conservation Planners

**Others Present:** Hannah Coe, Department of Ecology; Justin Urresti, NRCS; Dan McCarty, WSU Extension Clallam County

**Presiding Officer:** Christy Cox, Chair

**Secretary:** Meghan Adamire

**Meeting called to order at 4:00 PM.**

**Public Comment:** none

### Approval of Minutes

Ben Smith moved to approve the minutes from the May 10, 2022 regular board meeting as presented.

Carolyn Wilcox seconded the motion. Motion approved unanimously

## REPORTS

### District

Kim Williams gave a thank you to Matt Heins, and a plaque for his 15 years of service on the Board. He was unable to attend the Board meeting today. She also thanked Ben for his 15 years of service and presented him with a pin from the Commission. Christy Cox was reinstated as a supervisor at the Washington State Conservation Commission (WSCC) meeting in May, and Nicole Rasmussen was appointed as a supervisor. The end of the biennium is June 30, we are on track to spend down all our WSCC grants that need to be exhausted. We also received an extra \$13,000 from WSCC to help with staffing this month, as well as purchasing some field supplies including planting shovels and bags, and horse and livestock publications. Kim also gave an update that all staff completed a Diversity Training recently.

Meghan Adamire reported on the Sitkum 2900 Forest Service (FS) projects. The culvert replacement at milepost 15.9 is completed, and the grant was closed out well below budget. The designs project is closing out in two days. The FS has approved the designs, and hopefully will be able to implement the design for the culvert at milepost 10.6 this summer since that site failed during the November 2021 flooding.

Jennifer Bond reported that Katie Kowal with Clallam County Environmental Health, heard our concerns and will try to take them back to Department of Health (DOH) regarding parameters for cost-share funding to implement the On-Site Septic program. Unfortunately we were not able to get WSCC Shellfish money for a septic in Golden Sands, so hopefully the DOH funding will work.

**Irrigation** – Joe Holthrop provided a monthly summary of activities.

**NRCS** – Justin Urresti reported he has five Environmental Quality Incentive Program contracts so far for this year. Their cost-share rates have not caught up to inflation, so he does have concerns with some landowner that are applying for funding currently.

**Supervisor** – Carolyn Wilcox reported that she talked with Christina St. John, Clallam County Noxious Weed Control Board who is taking over for Cathy Lucero on her retirement. She suggested that Christina might want to become an associate supervisor. Also she mentioned that there is an herb Robert and English ivy infestation on Mora Road, and wondered if the District could reach out to our partners to help with control. Nicole Rasmussen mentioned that the Quileute Tribe has been partnering with Olympic National Park and working on the infestation since 2019, and they will continue to address that.

**WACD** – No reports, staff are at the Washington Association of District Employees (WADE) conference in Leavenworth.

**Commission** – No reports, staff are at WADE.

#### **Treasurer's Report**

Ben Smith moved to approve the May 2022 Treasurer's report and approval of payments described as checks: FF1051-10562; CB338 & 339 and electronic fund transfers dated May 1-31, 2022 in the amount of \$45,083.65.

Carolyn Wilcox seconded the motion. Motion approved unanimously.

#### **NEW BUSINESS**

##### **Budget and Programs update, Salmon & Climate Coordinator job position/discussion**

Kim Williams discussed that WSCC received twenty million dollars for installing riparian forest buffers. It has to be spent within one year, from July 1, 2022 to June 30, 2023. There is also another program called Sustainable Farms and Fields to help farms implement climate smart practices. The program allows for technical assistance funding, and Kim proposed hiring a new employee at a minimum of ½ time to assist current staff in implementing these programs.

Ben Smith moved to approve <sup>the</sup> hiring a new ½ time employee with a title that is to be determined.

Carolyn Wilcox seconded the motion. Motion approved unanimously.

##### **CREP State Reimbursement and Maintenance Contract**

Ben Smith moved to approve Conservation Reserve Enhancement Program (CREP) State Reimbursement and Maintenance Contract.

Carolyn Wilcox seconded the motion. Motion approved unanimously.

##### **Letters of Support of City Shade Program**

The Board provided a few suggested edits to the letter. Kim Williams will make changes and send the letter.

Ben Smith moved to approve the City Shade Program letter of support as amended.

Carolyn Wilcox seconded the motion. Motion approved unanimously.

##### **Work Session to complete the Long Range Plan**

Ben Smith moved to commit to a 2-hour extension of our July and August Board meetings not to go later than 8:00PM, to work exclusively on the long-range plan with a preference to being in-person; however virtual will be an option.

Carolyn Wilcox seconded the motion. Motion approved unanimously.

**Executive Session for Annual Review of Kim Williams, District Manager at 5:40 PM**

**Regular Session resumed at 6:03 PM**

The Board, with Kim's input, decided not to approve a raise at this time due to budget constraints and Kim receiving a merit based increase at her 6-month review.

**OLD BUSINESS**

**Long Range Plan**

The editing session began at 6:05 PM.

Ben Smith moved to approve the Front Section of the 2023-2027 Long Range Plan, consisting of the first two pages, concluding at the end of the "Criteria for Selecting Goals and Priorities" as amended.

Carolyn Wilcox seconded the motion. Motion approved unanimously.

Ben Smith moved to approve the Fish & Wildlife Habitat Section of the 2023-2027 Long Range Plan as amended.

Carolyn Wilcox seconded the motion. Motion approved unanimously.

**Meeting adjourned at 7:05 PM.**

Kim Williams 7/12/22  
 7/12/22