



# Clallam Conservation District

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## Regular Board Meeting

September 13, 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; Nicole Rasmussen

**Supervisors Absent:** Lori DeLorm, Auditor

**Associate Supervisors Present:**

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

**Others Present:** Hannah Coe, Water Quality Specialist with Dept. of Ecology (ECY); Jean Fike, Regional Manager for Conservation Commission

**Presiding Officer:** Christy Cox, Chair

**Secretary:** Judy Minnoch

**Meeting called to order at 3:00 PM.**

**Public Comment:** None.

### Approval of Minutes

Ben Smith moved to approve the minutes from the August 9, 2022 regular board meeting as amended.

Nicole Rasmussen seconded the motion. Motion approved unanimously.

## REPORTS

### District

Kim Williams highlights for the district that in addition from her activity reports that her Puget Sound Caucus managers meeting was able to be in person this last month and it was great to be able to meet these managers face to face. The district's annual presentation with Commissioners went well yesterday. In addition to the presentation, there was also conversation regarding stable funding for the district. For an irrigation update, some final paperwork is wrapping up to begin funding for the WaterSMART grant.

Meghan Adamire reported she completed two Conservation Reserve Enhancement Program (CREP) re-enrollment plans for riparian buffers on Matriotti and Lotzgesell Creeks, and completed a CREP plan for a new riparian buffer planting on the Hoko River, however it is currently held up by cultural resources. Cascadia Conservation District has an archeologist on staff she is hoping to utilize to assist with cultural resources on this project, as well as others. An agreement it later in the agenda. Orca Recovery Week coming in October, and she is working with several agencies to plan for multiple educational and volunteer events throughout the county. A question was asked regarding workload for the new salmon riparian field technician position, the district has a list of around 25 landowners/managers that didn't qualify for CREP but may be eligible for this new Riparian Funding.

Jennifer Bond reported that only two bids were obtained for an onsite septic system (OSS) repair project located in Golden Sands despite best efforts by the homeowners. The low bidder for both of the current OSS repair projects is RJ Services. Jen also reported that she and Kim met with Jen Garcelon and Katie Kowal of Clallam County Environmental Health (CCEH) to discuss challenges with the OSS cost share program including lack of referrals from CCEH for the program and continued challenges with the grant funding. CCEH is working to extend this funding source for one calendar year and are hopeful they can hire additional staff soon to help with this program.

**NRCS** – None.

**WACD** – Alan Chapman shared that the district should have received something from Whidbey regard the regional meeting on Oct 11, 2022. Go to WACD to see the resolutions that are currently under discussion. WACD is working hard to help all those involved to have a better idea on what is expected, what is the intent and when will the resolutions be implemented.

**WACC** – Jean Fike shared that the commission meeting is next week if anyone would like to attend. Also the Election Training in on Sept 28<sup>th</sup>. The Supervisors are invited to attend, however for sure your district election Supervisor should attend as well as a backup if possible.

**ECY** – Hannah Coe reminds that the grant closes on October 28<sup>th</sup> we also got a non-agriculture URTs table. Kim questions the water quality grants with a 50% match for OSS repair and asking for connection to be able to dig a little deeper into OSS Funding

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

Ben Smith moved to approve the August 2022 Treasurer's report and approval of payments described as checks: FF10590-10604 and electronic fund transfers dated August 1-31, 2022 in the amount of \$54,326.51. Nicole Rasmussen seconded the motion. Motion approved unanimously.

#### **NEW BUSINESS**

##### **Mid-Term Supervisor Vacancy applications**

Ben Smith moved to accept Robert Beebe's application and to fill the Interim Board Supervisor position for the remainder of the elected term.

Nicole Rasmussen. Motion passes with two for and one against.

##### **Interlocal Agreement with Cascadia Conservation District**

Ben Smith moved to approve the Cooperative agreement with Cascadia Conservation District as amended.

Nicole Rasmussen seconded the motion. Motion approved unanimously.

##### **Payroll Policy**

Ben Smith moves to approve the Payroll Policy as amended

Nicole Rasmussen seconded the motion. Motion approved unanimously.

##### **Accounting Policy**

Ben Smith moves to approve the Accounting Policy as presented

Nicole Rasmussen seconded the motion. Motion approved unanimously.

##### **Asset Management Policy**

Ben Smith moves to approve the Asset Management Policy as amended.

Nicole Rasmussen seconded the motion. Motion approved unanimously.

##### **Contractor Management and Procurement Policy**

Ben Smith moves to approve the Contract Management and Procurement Policy as amended.

Nicole Rasmussen seconded the motion. Motion approved unanimously.

##### **Dept. of Ecology Contract for WCC Crew**

Ben Smith moves to approve the Dept. of Ecology Contract for WCC-2231 for WCC Crew.  
Nicole Rasmussen seconded the motion. Motion approved unanimously.

**OLD BUSINESS**

**Salmon Recovery Funder Addendum**

Ben Smith moves to approve the SCC Salmon Recovery Funding Addendum presented for Fiscal Year 22-23.  
Nicole Rasmussen seconded the motion. Motion approved unanimously.

**Meeting adjourned at 4:28PM.**

Two handwritten signatures in black ink. The top signature is 'Ben Smith' and the bottom signature is 'Nicole Rasmussen'. Both are written in a cursive, flowing style.