



Clallam Conservation District

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Regular Board Meeting

January 10, 2023

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; Lori DeLorm, Auditor; Nicole Rasmussen; Robert Beebe

Supervisors Absent:

Associate Supervisors Present:

Staff Present: Kim Williams, District Manager, Jennifer Bond and Meghan Adamire, Conservation Planners; Kevin Merrigan, Salmon Riparian Field Technician, Judy Minnoch; Bookkeeper/Administrative Asst.

Others Present:

Presiding Officer: Christy Cox, Chair

Secretary: Judy Minnoch

Meeting called to order at 3:01PM.

Public Comment: None.

Approval of Minutes

Ben Smith moved to approve the minutes from the December 13, 2022, Regular Board Meeting as presented.

Robert Beebe seconded the motion. Motion approved unanimously.

REPORTS

District

Kim Williams – See activity report.

Meghan Adamire – Meghan reported she and Kevin have been making some great connections for several potential buffer projects, and currently have four projects lined out for planting this season with more in the planning stages.

Jennifer Bond – Jennifer presented a draft map of the OSS repair projects completed in the Golden Sands Area. Lori DeLorm offered to assist with creating a final map showcasing the Golden Sands OSS projects, including parcels.

Kevin Merrigan – Meghan and Kevin visited landowners at a property on Lotzgesell Creek interested in installing a buffer, and their neighbor is also interested in installing a buffer as well. Kevin reported that he passed his Public Applicator's exam. He has also been keeping up with posting various topics on social media, which has really helped boost visibility of the district and sign-ups for upcoming workshops to over 75 sign-ups for tomorrow's Beautify Your Farm with Native Plants workshop and 60 sign-ups for Thursday's Planting & Maintaining a Native Landscape workshop.

Judy Minnoch – Judy shared that to-date there have been 243 Native Plant orders placed.

Supervisors – None.

NRCS – No report. Meghan is meeting tomorrow with NRCS. Sarah Tanuvasa stated that they are in the final stages of offering the position and they are also putting out to hire an assistant as well.

WACD – Legislative session started yesterday.

Treasurer's Report

Ben Smith moved to approve the December 2022 Treasurer's report and approval of payments described as Direct Deposits: DD1199-1203, checks: FF10651-10664, SB341, and electronic funds transfers dated December 1-31, 2022, in the amount of \$69,622.23.

Robert Beebe seconded the motion. Motion approved unanimously.

NEW BUSINESS

2023 Annual Work Plan

Kim is in conversation with Commissioner Johnson to see if a VSP program will fit Clallam County. Jennifer, Meghan and Joe helped to define critical areas procedures with the county in the past. The CCD hasn't seen one referral from this. For this to move forward, the county will really need to back CCD. If this program moves forward the CCD may have to hire another half time planner. VSP must be opened up to the county and there is talk that it should be opening up this legislative session.

Ben asked - Are we going to get a 1 size fits all and lose our local specificity. Kim – The workgroup would create a work plan specific for our county and we will only participate in VSP if we are part of the planning process from the beginning.

Financial highlights of the 2023 workplan: Kim would like to pursue stable funding - Rates and Charges in 2025 – at that time the guaranteed commissioner is Mike French. Kim would also like to pursue the NICRA program to support overhead expenses with federal funds. Currently we receive 10% default for overhead which does not cover our overhead.

Christy says she has seen improvement and way to go Kim, with getting internal progression and improvements and preparing for growth.

Ben Smith moved to approve the 2023 Annual Work Plan as presented.

Robert Beebe seconded the motion. Motion approved unanimously.

Legislative Update

Session started yesterday and continues through the end of April. The main purpose is to get the state budget approved. Within the capital budget the governor proposed \$100 million for the State Commission to create a Salmon Riparian Grant Program. Many discussions have occurred regarding this funding. Kim is looking to find large multi-year phased projects with this money and more partnering with tribes and other entities. Kim asked for approval to sign any letters of support for this funding. The board would prefer to see first in writing before putting their name to a letter of support. The board is willing to do a special meeting to get approval if something is needed in a quick time frame.

Small Public Works Policy

Replacing well meter registers falls within the Small Public Works process and requires a district policy.

Ben Smith moved to approve the Small Public Works Policy as presented.

Robert Beebe seconded the motion. Motion approved unanimously.

Well Metering – Kim is in the process of creating the RFP and would like to have one or two supervisors proof it. Ben and Robert agreed to proof it.

Executive Session called to order at 4:20PM – Employee Performance Review, Judy Minnoch

Regular meeting resumed at 5:30PM

Ben Smith moved to give Judy Minnoch a two-step increase to Range 54, Step D at 3/4-time employment effective January 1, 2023.

Lori DeLorm seconded the motion. The motion approved unanimously.

Ben Smith moved to change the position title for Judy Minnoch from Bookkeeper/Administrative Assistant to Finance Specialist and Administrator.

Robert Beebe seconded the motion. The motion approved unanimously.

Meeting adjourned at 5:36PM.

B.S. KW