



# Clallam Conservation District

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## Regular Board Meeting February 14, 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:** None

**Associate Supervisors Present:** None

**Staff Present:** Kim Williams, District Manager; Jennifer Bond and Meghan Adamire, Conservation Planners; Kevin Merrigan, Salmon Riparian Field Technician; Judy Minnoch, Finance Specialist/Administrator

**Others Present:** Tom Mix, citizen; Mark Bowman, North Olympic Development Council; Jean Fike, Puget Sound Regional Manager for WA State Conservation Commission; Hannah Coe, Water Quality Specialist with Dept. of Ecology; Alan Chapman, WACD

**Presiding Officer:** Christy Cox, Chair  
**Secretary:** Judy Minnoch

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

**Public Comment:** Introduction of Tom Mix and his possible interest in an Associate Supervisor position.

#### **Approval of Minutes**

Ben Smith moved to approve the minutes from January 10, 2023, Regular Board Meeting as amended.  
Nicole Rasmussen seconded the motion. Motion was approved unanimously.

### REPORTS

#### **District**

*Kim Williams* –The M365 migration of CCD main drive files has been completed. This file management change has spurred internal restructuring by utilizing M365 and Smartsheets for more efficient tracking and reporting. Kim is scheduled to go out in the field with Charlie Prosch our representative from Metron-Farnier, Thursday to test and change out a few of the well meter registers. This work will help to structure the well meter register replacement RFP. When the RFP is complete, Kim will send it to Ben and Robert for review.

An irrigation update reports that Joe Holtrop has been working with Agnew Irrigation District installing pipe under 101 just west of McDonald Creek near Barr Road. The WaterSMART grant is expected to be activated in mid-February.

*Jennifer Bond* – Thank you to Chandra Johnson, GIS Specialist for Jamestown S’Klallam Tribe, for creating maps showcasing onsite septic system repair projects within Pollution Identification and Correction (PIC) project areas. Also, a thank you to Lori DeLorm who coordinated the map project. Lori invited CCD to reach out to Robert Knapp for any future mapping needs for work within the Clean Water District. Notification was received from the Dept. of Ecology that two of the submitted Combined Clean Water Fund applications were selected for funding. One project will enable continued planning, technical assistance, and education for horse and livestock owners living within the Clean Water District. The other project will expand the onsite septic system cost share program county-wide. These grants are pending approval of the state budget.

*Meghan Adamire* – Reported that the district is poised to have the largest riparian buffer planting season to date. She submitted for, and was awarded, SCC Salmon Recovery Funds for planting on the Quillayute River with the Quileute Tribe as well as another planting with the tribe on Hermison Creek. Meghan also completed planning documentation for a riparian buffer planting on North Olympic Land Trust property along the Pysht River. She is currently working with the Quileute Tribe to submit an RCO Salmon Recovery Funding Board (SRFB) proposal for the replacement of two fish passage barriers on Hermison Creek, one of which is partially funded through the NRCS Environmental Quality Incentives Program (EQIP).

*Kevin Merrigan* – Reported that WCC crews just finished planting over 15,000 trees at River’s Edge. Two adjacent properties that Kevin and Meghan have been working with along Lotzgesell Creek are lined up for planting with SRF funding and are waiting for final approval by the landowners.

*Judy Minnoch* – Reported that candidate applications are due by tomorrow and as of today, there are two that have been submitted and approved. There have also been 210 requests for mail-in ballots.

**NRCS** – No report.

**Supervisors** – Nicole Rasmussen reported that the America the Beautiful Grant includes capacity money that allows hiring extra help to fulfill the grant. When the RFP comes out, Nicole will forward it to CCD.

**Commission** – Jean Fike mentioned that she will be sending out CAPP, Conservation Accountability & Performance Program, forms soon. Currently, she does not have any concerns with Clallam.

**WACD** – Alan Chapman reported from a recent WACD meeting, PMC is 12% over budget projections. Two WACD committees, stable funding and livestock, are meeting in February.

**Ecology** – Hannah Coe shared that there is a new grants manager at Dept. of Ecology, Chanele Holbrook, who has worked in a grant’s recipient position previously, seems to be a good hire.

**Legislative Update** – Kim had a meeting with Mike Chapman mostly regarding HB 1720, the Commission Riparian Program. During the hearing there were 218 Pro, 4 Against, and 9 Neutral. Mike Chapman seemed to think even with all the pro’s it is likely that the Governor will veto the bill if it gets out of committee because it does not clearly define buffer widths.

#### **Treasurer’s Report**

Ben Smith moved to approve the January 2023 Treasurer’s report and approval of payments described as Direct Deposits: DD1204-1208, checks: FF10665-10687, SB342-343, and electronic funds transfers dated January 1-31, 2023, in the amount of \$65,834.46.

Robert Beebe seconded the motion. Motion approved unanimously.

#### **NEW BUSINESS**

**Outlook Emails for Supervisors** - Send names to the Administrator and Andrew will get it set up.

**OSS County-wide Program** – Jennifer provided a brief overview of the current OSS cost share program and discussed the plan to expand the program county-wide once the DOE funding is in place. Lori DeLorm is on the OSS subcommittee and the CCD will need a second supervisor to sit on that committee to assist with project ranking.

**MOA with Clallam County**

Ben Smith moved to approve the MOA with Clallam County as presented.  
Lori DeLorm seconded the motion. Motion approved unanimously.

**RCO SRFB Applicant Resolution/Authorization**

Ben Smith moved to approve the Recreation Conservation Office (RCO) Applicant Authorization Resolution #202302-02.  
Robert Beebe seconded the motion. Motion approved unanimously.

**Personal Services Contract with Pacific Forest Management**

Ben Smith moved to approve the Personal Services Contract between Pacific Forest Management and Clallam Conservation District in the amount of \$9,987 as presented.  
Robert Beebe seconded the motion. Motion approved unanimously.

**Cooperator Agreement: Client 23-001**

Ben Smith moved to approve Cooperator Agreement 23-001.  
Lori DeLorm seconded the motion. Motion approved unanimously.

**Meeting adjourned at 5:01 PM.**