



# 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  
May 9, 2023**

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

7-11-23

## MINUTES

**Supervisors Present:** Christy Cox, Chair; Bennett Smith, Vice-Chair; Lori DeLorm, Auditor; Robert Beebe

**Supervisors Absent:** Nicole Rasmussen

**Associate Supervisors Present:** Susannah Spock

**Staff Present:** Kim Williams, District Manager; Jennifer Bond and Meghan Adamire, Conservation Planners; Kevin Merrigan, Salmon Riparian Field Technician

**Others Present:** Hannah Coe, Water Quality Specialist with Dept. of Ecology (ECY); Wendy Rae Johnson, Aaron Oman, NRCS Soil Conservationist

**Presiding Officer:** Christy Cox, Chair  
**Secretary:** Meghan Adamire

**Meeting called to order at 3:04 PM.**

**Public Comment - none**

### Approval of Minutes

Ben Smith moved to approve the minutes from April 11, 2023 Regular Board Meeting as amended.  
Robert Beebe seconded the motion. Motion was approved unanimously.

## REPORTS

### District

*Kim Williams* – Judy Minnoch’s last day was Friday, so Kim has had a crash course in the bookkeeping side of the District this past month, but has found it highly beneficial to delve into that side of the financials. The administrative assistant position has been flown, and there were many applications submitted. Kim, Jen and Meghan will be interviewing candidates in the upcoming week or two. Kim has also been interviewing bookkeepers with the idea of outsourcing our bookkeeping.

*Jennifer Bond* – Last month Jen made a site visit to Flaura’s Acres in Sequim with Clallam County Environmental Health and Jamestown S’Klallam Tribe, Flaura’s Acres has a failing community septic system, and with a stormwater ditch in the near proximity that drains to Bell Creek. The preferred option is for the community to hook up to the City of Sequim sewer system, however, that is highly expensive for each hook-up as well as for the pipeline to convey waste. This community does not have the resources to fund that so there are discussions with the Department of Health on ways to possibly fund this clean-up, possibly in phases.

*Kevin Merrigan* – Wrapped up riparian plantings in early April and finished up the River's Edge mulching project in mid-April. He will cover more details on these in a PowerPoint he and Meghan developed to highlight 2023 habitat restoration projects.

*Meghan Adamire* – Reported she attended a site visit with NRCS and the Quileute Tribe to Hermison Creek to look at resizing a fish passage barrier that NRCS is partially funding and designing. The District is applying for a RCO SRFB grant to fund the remainder of the cost of replacement of the structure, and concerns were presented to NRCS about the size of the proposed culvert; a 25' bridge was recommended as a better solution and was agreeable to all who attended the meeting. Estimated costs will be developed this month to revise the RCO SRFB application.

**Presentation on 2023 Habitat Restoration Projects** – Kevin and Meghan presented a PowerPoint showcasing the 10 riparian habitat projects they coordinated from January to April 2023. They reported 53.02 acres of buffer were planted with 26,757 plants along 2.14 miles of waterways throughout Clallam County using funding secured by the District.

**Supervisor Reports** – none

**WACD Report** – none

**NRCS Report** – Aaron Oman, the new Soil Conservationist for the Port Angeles office, came to the meeting to introduce himself. He reported on a few landowners he is working with and that he is looking forward to working with partners in the area.

**DOE Report** – Hannah Coe reported there are no new Environmental Report Tracking System (ERTS) for Clallam County. Hannah is also moving to a different position within DOE, so we may not have anyone attending our meeting during that transition.

**WSCC Report** – Kim Williams mentioned SCC is moving forward with hiring a new Executive Director.

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

Ben Smith moved to approve the April 2023 Treasurer's report and approval of payments described as Direct Deposits: DD1219-1223, checks: FF10728-10744, and electronic funds transfers dated April 1-30, 2023, in the amount of \$58,111.98.

Robert Beebe seconded the motion. Motion was approved unanimously.

#### **NEW BUSINESS**

##### **Quickbooks Renewal**

Ben Smith moved to approve the renewal of Quickbooks for Quickbooks Online with the payroll addition.

Lori DeLorm seconded the motion. Motion approved unanimously.

##### **Employee Status Change to Full-Time**

Ben Smith moved to approve Meghan Adamire to go from ¾-time employment to full-time employment effective April 1, 2023 to June 30, 2023.

Lori DeLorm seconded the motion. Motion approved unanimously.

##### **Sound Community Bank CD's**

Ben Smith moved to approve moving \$50,000 to a 6-month CD with 3.82 % APY and \$50,000 to an 11-month CD 5.12% APY.

Lori DeLorm seconded the motion. Motion approved unanimously.

##### **Remove Judy Minnoch from Financial Accounts**

Ben Smith moved to approve removing Judy Minnoch from all signature cards for bank accounts and credit cards due to her terminating her employment at the District to take a position elsewhere.

Robert Beebe seconded the motion. Motion approved unanimously.

### **End of Year Funding**

Ben Smith moved to approve the priority list for SCC Implementation End of the Year Funding.  
Lori DeLorm seconded the motion. Motion approved unanimously.

### **Cooperator Agreements**

Ben Smith moved to approve a Cooperator Agreement with client #23-004 who is interested in replacing an on-site septic system.  
Lori DeLorm seconded the motion. Motion approved unanimously.

### **Cost-Share Agreements**

Ben Smith moved to approve a Cost-share Agreement with client #22-007 for a waste storage structure at a 75% rate at a District cost not to exceed \$9,000.  
Robert Beebe seconded the motion. Motion approved unanimously.

Ben Smith moved to approve a Cost-share Agreement with client #23-003 for a waste storage structure at a 75% rate at a District cost not to exceed \$9,000.  
Lori DeLorm seconded the motion. Motion approved unanimously.

Ben Smith moved to approve a Cost-share Agreement with client #23-004 for an on-site septic system at a 100% rate for design and permits and a 75% rate for implementation of an on-site septic system for design at a District cost not to exceed \$25,000.  
Lori DeLorm seconded the motion. Motion approved unanimously.

**Meeting adjourned at 4:49 PM.**



# Clallam Conservation District

228 W. First Street, Suite H Port Angeles, WA 98362 www.clallamcd.org 360-775-3747 Fax: 360-775-3749

## Acronyms

1	AFO / CAFO	Animal Feed Operation / Concentrated Animal Feeding Operation	39	NOSC	North Olympic Salmon Coalition
2	Ag/GMA	Agriculture / Growth Management Act	40	NPCLE	North Pacific Coast Lead Entity
3	BARS	Budget, Accounting and Reporting System	41	NPS	National Park Service
4	BMPs	Best Management Practices	42	NRCS	Natural Resource Conservation Services
5	BOCC	Board of County Commissioners	43	NRI	Natural Resources Investment
6	CAO	Critical Areas Ordinance	44	OlyCAP	Olympic Community Action Program
7	CASP	Critical Areas Stewardship Plan	45	OSS	Onsite Septic System
8	CCD	Clallam Conservation District	46	PFM	Pacific Forest Management
9	CREP	Conservation Reserve Enhancement Program	47	PIC	Pollution and Identification Control
10	CY/FY	Calendar Year/Fiscal Year	48	PSCD Caucus	Puget Sound Conservation Caucus
11	DEI	Diversity, Equity, and Inclusion	49	RCO	Recreation and Conservation Office
12	DIP	District Implemented Project	50	RFP	Request for Proposal
13	DNR	Department of Natural Resources	51	SAO	State Auditor's Office
14	DOE	Department of Ecology	52	SMP	Shoreline Management Plan
15	DOH NTA	Department of Health, Near Term Action	53	SRF	Salmon Recovery Funding
16	DOT	Department of Transportation	54	SRFB	Salmon Recovery Funding Board
17	EIS	Environmental Impact Statement	55	TA	Technical Assistance
18	EPA	Environmental Protection Agency	56	TSP	Technical Service Provider (with NRCS)
19	EQIP	Environmental Quality Incentive Program	57	USDA	United States Department of Agriculture
20	ERTS	Environmental Report Tracking System (DOE)	58	VSP	Voluntary Stewardship Program
21	FFFP	Family Forest Fish Passage Program	59	WACD	Washington Association of Conservation Districts
22	FSA CED	Farm Service Agency, County Executive Director	60	WACD PMC	Washington Association of Conservation Districts Plant Materials Center
23	FSA COC	Farm Service Agency, County Office Committee	61	WADE	Washington Association of District Employees
24	IE	Irrigation Efficiencies	62	WCC Crew	Washington Conservation Corps Crew
25	IEGP	Irrigation Efficiencies Grant Program	63	WDFW	Washington Department of Fish and Wildlife
26	IGDO	Intra Gravel Dissolved Oxygen	64	WHIP	Wildlife Habitat Incentive Program
27	IM	Implementation	65	WRP	Wetland Reserve Program
28	JSKT	Jamestown S'Klallam Tribe	66	WRIA	Watershed Resource Inventory Area
29	LEKT	Lower Elwha Klallam Tribe	67	WSC	Wild Salmon Center
30	LID & Habitat TA	Low Impact Development and Habitat Technical Assistance	68	WSU	Washington State University
31	MOA/MOU	Memo of Agreement/Memo of Understanding	69	WWT	Washington Water Trust
32	MRSC	Municipal Research and Services Center of Washington			
33	MST	Microbial Source Tracking			
34	NACD	National Association of Conservation Districts			
35	NFWF	National Fish and Wildlife Foundation			
36	NOLT	North Olympic Land Trust			
37	NOPR C&D	North Olympic Peninsula Resource, Conservation and Development			
38	NOPE	North Olympic Peninsula Lead Entity for Salmon			