



Clallam Conservation District

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

Regular Monthly Board Meeting
228 W. First St., Ste. H, Port Angeles
May 10, 2016

MINUTES

Supervisors Present: Robert Beebe, Don Hatler, Matt Heins, Joe Murray

Supervisors Absent: Ben Smith

Associate Supervisors Present:

Staff Present: Joe Holtrop, Executive Director; Meghan Adamire, Jennifer Bond, Conservation Planners

Others Present:

Presiding Officer: Joe Murray

Secretary: Meghan Adamire

Meeting called to order at 3:00 PM

APPROVAL OF MINUTES

Matt Heins moved to approve the minutes from the April 12, 2016 regular board meeting. Don Hatler seconded. Motion approved unanimously.

REPORTS

Staff Reports

Meghan – Finished up CREP plantings for five projects, staffed a booth at the North Olympic Land Trust Lyre Conservation Area grand opening, partnered with Jefferson County Conservation District to put on a horse and livestock workshop in Quilcene, and worked with the landowner, WDFW and the project engineer to get the Adams FFFPP project out to bid.

Jennifer – Coordinated a pasture workshop at the Gonder farm, worked with the Sequim High School Farm to teach them about the practices that have been implemented on the farm and how to properly manage them. Jennifer also attended a PIC meeting and will be going out with Andy Perham from Clallam County to talk with landowners of potential problem onsite septic systems in the PIC project area. Clallam County only wants to focus on Golden Sands at the moment and doesn't want to work in other parts of the PIC project area.

Joe – Reviewed the County Critical Areas Ordinance for Ag Exemptions, and was asked to give a talk about our services in Sequim and Forks this month. The Dungeness Off-Channel Reservoir Project ranked last of the nine in the NOPLF funding process, with acquisition and LWD projects ranking higher.

More activities for the month can be found in the attached Conservation District Staff Report.

NRCS Report

Jim Poffel was unable to attend the meeting but emailed a report. He is working with Marty Chaney on planning for a WSU Pasture Training, he will be contacting individuals about shellfish funding for the Olympia oyster, and will be working with an individual on a pre-commercial thinning contract.

Treasurer's Report

Matt Heins moved to approve the April 2016 Treasurer's report and approve for payment electronic funds transfers and checks described as FF 9155-9175 and SCB 243-244 dated April 1-30, 2016 in the amount of \$180,256.49. Don Hatler seconded. Motion approved unanimously.

Announcements/Public Comment

OLD BUSINESS

Dungeness Irrigation District Next Phase Piping Project - Joe Holtrop reported that the current plan is to pipe approximately 11,400 feet with an 18-inch diameter pipe. If we can secure the necessary \$150,000 in matching funds for the \$1 million in Irrigation Efficiencies grant funds, there should be enough funding to pipe the entire 11,400 feet.

Matt Heins moved to approve the Interlocal Agreement between Clallam Conservation District and Dungeness Irrigation District. Robert Beebe seconded. Motion approved unanimously.

McDonald Creek Irrigation Diversion Project Interlocal Agreement with WDFW – Joe Holtrop reported that it has been hard to get an Interlocal Agreement with WDFW signed and that DOE has threatened that the funding from DOE may go away if the Interlocal Agreement isn't signed soon.

Revisions to Engineering Policy – Joe Holtrop passed around some revisions for Board review.

Matt Heins moved to approve the Clallam Conservation District Professional Engineering Services Policy, as revised. Robert Beebe seconded. Motion approved unanimously.

NEW BUSINESS

Solicitation for Consulting Engineer Services – Joe Holtrop said that MRSC advised us that we can just post the solicitation on our website and do not have to advertise in the newspaper.

Matt Heins approved the revised Solicitation Procedures for our Consulting Engineer Services. Robert Beebe seconded. Motion approved unanimously.

Cash Receipting Policy and Procedures

Robert Beebe moved to approve the Clallam Conservation District Cash Receipting Policy and Procedures, as presented. Matt Heins seconded. Motion approved unanimously.

Schedule 22 Review and Approval

Don Hatler moved to approve the 2015 Schedule 22 – Audit Assessment Questionnaire for submittal. Robert Beebe seconded. Motion approved unanimously.

Commission All-District Meeting Report – Matt Heins reported that he and Don Hatler felt slightly misled as to what the meeting was about. They thought it was about working on finding a stable source of funding for Districts. It was actually about a funding request for the next biennium for the Commission which they would then dole out to Districts. Talk of stable funding for districts will be put off until the following biennium.

Cooperator & Cost-share Agreements

Don Hatler moved to approve the Cooperator Agreement with Paul and Bridget Stumbaugh. Matt Heins seconded. Motion approved unanimously.

Cooperator Agreement Revision – Joe Holtrop passed out a revised Cooperator Agreement that includes Public Disclosure language that was adapted from Snohomish Conservation District's Cooperator Agreement.

Don Hatler moved to approve the Cooperator Agreement as revised. Matt Heins seconded. Motion approved unanimously.

Meeting adjourned at 4:28 PM

A handwritten signature in blue ink, appearing to read "Paul F. Stumbaugh", is written over the bottom right portion of the page. The signature is cursive and includes a large, sweeping flourish at the end.

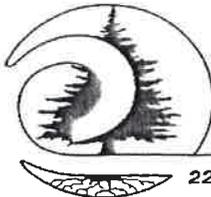


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STAFF REPORT - April 2016

GRANT	ACTIVITY	EMPLOYEE
CONSERVATION COMMISSION	IMPLEMENTATION	
	General Administration	
	General Outreach & Education	
	Agricultural Outreach & Education	
	Grazing Safety Workshop for Horse Owners (18 participants)	Jen
	Site visit to Swanberg farm with WSU - planning for May pasture workshop	Meg
	Agricultural Technical Assistance	
	Technical assistance to J. Anderson for farmland purchase research	Joe
	Site visit to Agnew horse farm (TA for construction of new HUAP)	Jen
	BMP presentations at FFA farm (Advanced Ag students)	Jen
	Map preparation for K. Edmiston	Joe
	Site visit to Bergman's - finalizing farm plan	Meg
	Low Impact Development and Habitat Outreach & Education	
	Sustainable landscaping presentation to Master Gardeners (31)	Joe
	Natural Landscaping course (21)	Joe
	Landscaping for Birds workshop (19)	Joe
	Two Landscaping with Native Plants field workshops (25)	Joe
	NOLT Lyre Grand Opening Ceremony - booth on restoration	Meg
	Low Impact Development and Habitat Technical Assistance	
	Soil test interpretations (9)	Jen & Meg
	Native plantings TA to past NL course participants	Joe
	Watershed/Salmon Recovery Planning	
	Dungeness River Management Team meeting	Joe
	Strait ERN technical task force meeting	Joe
	NOPL meeting - project presentations	Meg, Joe
	CREP	
	Adams hedgerow buffer and fencing complete	Meg
	Bergman hedgerow, wetland and riparian forest buffers all complete	Meg
	NOLT Lyre riparian forest buffer complete	Meg
	Planning for Beach Lake wetland buffer	Meg
	Planning for NOLT Pysht wetland buffer	Meg



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GRANT	ACTIVITY	EMPLOYEE
	IRRIGATION EFFICIENCIES	
	General Water Conservation Planning & Coordination	
	TA to realtor for irrigation pipeline location	Joe
	Engineering services policy revisions, RFQ paperwork	Joe
	Project Planning and Implementation	
	DID Hendrickson-McComb project completion paperwork	Joe
	DID next phase project planning	Joe
	SPTIA project cultural resources survey paperwork	Joe
	SHELLFISH	
	Golden Sands	
	Golden Sands Land Acquisition meeting	Jen, Joe
	Golden Sands OSS parcel meeting with Andy Perham (CCEH)	Jen
Septic Repairs		
Saxton OSS repair cost-share	Joe	
LIVESTOCK WATER QUALITY		
Planning for Willow Wist Farm	Meg	
DOE	AQUIFER RECHARGE & STORAGE	
	SRFB reservoir application and presentation	Joe
	Reservoir project planning, land acquisition meetings	Joe
	Pinnell Road AR project planning and cultural resources survey	Joe
	Aquifer recharge project update article for newsletter, interview for Sequim Gazette	Joe
	FLOODPLAINS BY DESIGN	
	DID Hendrickson-McComb project completion paperwork	Joe
	AID N. Barr Road project cultural resources survey, project implementation	Joe
	McDonald Creek project planning, draft interlocal agreement with WDFW	Joe
CNTY	POLLUTION IDENTIFICATION & CORRECTION IMPLEMENTATION	
	Outreach coordination with CCEH	Jen
FFPP	ADAMS	
	Site visits, reviewing plans and specs, and meeting with WDFW for permitting	Meg