



## 2009 (1/1/09 – 12/31/09) Annual Work Plan Clallam Conservation District

For More Information Visit Our Web Site at <http://clallam.scc.wa.gov/> or Contact:  
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### Mission of the Clallam Conservation District

To conserve the natural resources of Clallam County by assisting land users and public organizations with the planning and implementation of conservation practices.

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#### Board of Supervisors:

Joe Murray – Chair  
Ben Smith – vice-Chair  
Don Hatler – Auditor  
Nash Huber – Member  
Marilyn Pollock – Member

#### Staff:

Joe Holtrop - Manager  
Meghan Adamire – Conservation Planner  
Jennifer Coyle-Bond – Conservation Planner  
Gary Dougherty – Conservation Planner  
Janell Kiphart – Administrative Assistant

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### Natural Resource Goals and Priorities to Achieve by 2012:

#### Urbanized Lands

- **Manage Stormwater**
  - Assist cities and County with development and promotion of low impact development programs by targeting public works staff and building industry leaders for education programs.
  - Assist at least 25 landowners (5 landowners per year) with planning and implementation of stormwater management practices aimed at addressing existing stormwater concerns.
  - Assist at least 25 landowners (5 landowners per year) with planning and implementation of low impact development techniques aimed at minimizing potential stormwater problems.
  - Partner with the city of Port Angeles on at least one streetscape retrofit project.
- **Improve and Protect Water Quality and Conserve Water**
  - Assist at least 150 land users (30 landowners per year) with planning and implementation of landscaping practices that conserve water.
  - Implement domestic water storage practices that are based on and consistent with area watershed plans.
- **Enhance, Restore and Conserve Habitat and Open Space**
  - Help at least 5 landowners (1 landowner per year) address water quality and fish passage concerns associated with private roads.
  - Assist at least 150 land users (30 landowners per year) with planning and implementation of landscaping practices that enhance wildlife habitat.
  - Assist at least 25 landowners (5 landowners per year) with implementation of low impact development techniques aimed at conserving open space and habitat.
  - Assist cities with identification and protection of high-value open space and habitat.

- **Protect and Improve Air Quality**

- Develop or assist with the development of a recycling program for land clearing and landscape debris as an alternative to burning.

**Critical Urbanized Lands Geographic Areas:**

- City of Port Angeles – stormwater and associated combined sewer overflow problems.
- Dungeness Bay and Clean Water District – bacterial contamination, rapid development, critical aquifer recharge area and dependence on wells and on-site septic systems, low instream flows in Dungeness River and ESA-listed salmon stocks.

**Farmland**

- **Improve and Protect Water Quality**

- Assist at least 50 commercial and/or noncommercial farm operators (10 per year) with implementation of agricultural conservation practices that result in a measurable reduction in fecal coliform levels.
- Assist at least 125 commercial and noncommercial farm operators (25 per year) with implementation of agricultural conservation practices that protect groundwater from contamination.
- Conduct 15 land and water stewardship workshops (3 per year) for livestock land users.
- Assist Dungeness Agricultural Water Users Association (WUA) with Clean Water Act compliance through implementation of water quality protection activities listed in the Comprehensive Irrigation District Management Plan (CIDMP).

- **Conserve Irrigation Water**

- Assist WUA member organizations with implementation of at least 25 percent of CIDMP water conservation actions.
- Assist WUA and others with planning and implementation of water storage projects that offset late summer impacts on the Dungeness River. Increase beneficial use and availability of water through increases in water storage capacity for 3 cfs per day during late season.
- Assist at least 25 individual irrigators (5 per year) manage irrigation water more efficiently, including conversion to more efficient irrigation systems if necessary.
- Conduct 5 water conservation workshops (1 per year).
- Assist with Dungeness Valley aquifer recharge studies and pilot projects.

- **Enhance and Restore Habitat Associated with Farmland**

- Assist riparian landowners with restoration of proper biological function to at least 5 miles of stream buffers (1 mile per year).
- Assist 5 land owners (1 landowner per year) with development of upland wildlife habitat conservation plans.
- Assist with development of a management strategy for public lands acquired for salmon recovery.

- **Conserve Working Farmland**

- Assist with development and implementation of programs to prevent loss of farmland (prevent loss of 100 acres by 2012).

**Critical Farmland Geographic Areas:**

- Clean Water District – bacterial contamination, critical aquifer recharge area, low instream flows in Dungeness River and ESA-listed salmon stocks, rapid development and loss of farmland.

**Forestland**

- **Maintain and Improve Forest Health and Function**

- Direct small forest landowners to sources of technical assistance for development and implementation of forest stewardship plans.
- Assist with efforts to control spread of exotic vegetation and noxious weeds on 100 acres (20 acres per year).

- Assist with promotion of wildfire prevention program.
- **Enhance and Restore Habitat**
  - Help small forestland owners address road-related fish passage and water quality problems on 10 sites (2 per year).
- **Conserve Commercial Forestlands**
  - Help develop and implement programs to prevent loss of forestland (prevent loss of 100 acres by 2012).
- **Protect and Improve Air Quality**
  - Assist with development of a recycling program for timber harvest residues.
- **Develop Alternative Sources of Renewable Energy**
  - Assist with the development of projects to utilize timber harvest and land clearing residues for energy production.

**Critical Forestland Geographic Areas:**

- All Non-Industrial Private Forestland in unincorporated areas of WRIAs 17 and 18 and Salt Creek basin – rapid development, forestland conversion and wildfire risk, and potential for improved management.
- All Non-Industrial Private Forestland in WRIAs 19 and 20 – road-related impacts to streams and fish habitat, vast forestland acreage and potential for improved management.

**Information – Education Priorities and Goals to Achieve by 2012:**

- **Education of youth about natural resource conservation**
  - Conduct watershed education utilizing EnviroScape models in each fourth grade classroom (25-30 classrooms) in the County.
  - Develop and implement a plan for use of Robin Hill Farm Park as a conservation education venue.
- **Education of the public on natural resource conservation**
  - Double the number of people voting in District elections each year.
  - Develop and implement a publicity and marketing program with the aim of getting a majority of Clallam County citizens to think of Clallam Conservation District when thinking of natural resource conservation.
  - Inform legislators, county commissioners, and other key decision-makers about District accomplishments and needs.

**District Operations Priorities, Goals:**

- **Financial stability for ongoing District programs and overhead expenses**
  - Seek County-approved special assessment authorization.
  - Seek grant funding for specific projects that lead to fulfillment of the Five-Year Plan.
- **Staffing levels sufficient to implement programs**
  - Hire and retain qualified staff necessary to implement the Five-Year Plan.
  - Develop and implement training and development plans, including position descriptions and performance standards for each staff person.
- **Maintain effective and efficient operations**
  - Develop a Policies and Procedures Manual and adopt clear policies and procedures to guide all programs, activities, and personnel management.
  - Follow proper accounting, grant vouchering and reporting procedures.
  - Follow timely and proper election and appointment procedures.
  - Prepare effective annual plans and reports.

**Projected Revenue** and sources for 2009 include the following:

<b>FUNDING SOURCE</b>	<b>AMOUNT</b>
<b>General Funds</b>	
Plant Sale	\$12,000
Interest	\$5,000
Donations	\$500
<b>Clallam County (CCGF)</b>	<b>\$26,000</b>
<b>Washington State Conservation Commission</b>	<b>0</b>
Basic Funding (BF)	\$13,000
Farm Plan Implementation Grant (FPI)	\$30,000
Puget Sound Work Plan Grant (PSWP)	\$95,000
Irrigation Efficiencies Grant (IEP)	\$750,000
Livestock Water Quality	\$20,000
Conservation Reserve Enhancement Program (CREP)	\$70,000
CCD Share of Engineering Cluster Grant (PE)	\$14,500
<b>Washington Department of Ecology (DOE)</b>	<b>0</b>
Countywide Farm Conservation Planning (DOE Farm)	\$14,271
Watershed Plan Implementation Grant – Irrigation Water Conservation	\$450,000
Coastal Protection Grant – Irrigation Water Conservation	\$50,000
<b>US Fish &amp; Wildlife Service – Lake Farm Wetland Restoration</b>	<b>\$13,500</b>
<b>WA Dept of Fish &amp; Wildlife – Lake Farm Wetland Restoration</b>	<b>0</b>
<b>Pioneers in Conservation – Matriotti Creek Enhancement</b>	<b>\$37,800</b>
	0
<b>Recreation &amp; Conservation Office/Salmon Recovery Funding Board (SRFB)</b>	<b>0</b>
Family Forest Fish Passage Program (FFFPP) – Eaton	\$364,000
Clallam-Cline-Dungeness Irrigation Water Conservation Project - 2	\$30,436
Goodman Creek FS Road Decommissioning	\$150,000
<b>Jamestown S’Klallam Tribe – Dungeness Irrigation District Canal Piping</b>	<b>\$55,000</b>
<b>Natural Resources Conservation Service – Dungeness Irrigation District Canal Piping</b>	<b>\$50,000</b>
<b>TOTAL PROJECTED REVENUE</b>	<b>\$2,251,007.00</b>

## Urbanized Lands Objectives

1. Manage Stormwater
2. Improve and Protect Water Quality and Conserve Water
3. Enhance and Restore Habitat
4. Protect and Improve Air Quality
5. Conserve Open Spaces and Important Habitat

**Funding Sources:** Puget Sound Work Plan (PSWP), Clallam County (County)

<b>Urbanized Lands Activities for 2009</b>	<b>Target Dates</b>	<b>Staff Lead(s)</b>	<b>Time Required</b>	<b>Estimated Cost &amp; Source(s)</b>
<b>Assist cities and County with development and promotion of low impact development programs.</b> <ul style="list-style-type: none"> <li>✓ Collaborate with Built-Green committee, focus education on County and city public works staff and members of building industry.</li> <li>✓ Coordinate with County and others on delivery of LID workshops and Stormwater Manual workshops.</li> <li>✓ Complete Three Crabs Area Assessment</li> </ul>	Ongoing	Gary	.15 FTE	<b>\$10,000</b> PSWP, County
<b>Assist at least 5 landowners with implementation of stormwater management practices to address <u>existing</u> stormwater concerns.</b> <ul style="list-style-type: none"> <li>✓ Partner with County on Dungeness Bay stormwater treatment project</li> <li>✓ Partner with City of Sequim on stormwater inventory project</li> <li>✓ Mantooth</li> <li>✓</li> <li>✓</li> </ul>	Ongoing	Gary	.65 FTE	<b>\$60,000</b> PSWP
<b>Assist at least 5 landowners with planning of low impact development techniques aimed at minimizing <u>potential</u> stormwater impacts.</b> <ul style="list-style-type: none"> <li>✓ Future Builders project</li> <li>✓</li> </ul>	Ongoing	Gary	.15 FTE	<b>\$10,000</b> PSWP
<b>Assist at least 30 land users with design of landscaping practices that conserve water and enhance wildlife habitat.</b> <ul style="list-style-type: none"> <li>✓ Natural Landscaping Short Course with Peninsula College, Landscaping with Native Plants Field Workshops (4), Natural Landscaping Workshops (3)</li> <li>✓ Native Plant Sale</li> </ul>	Spring, Fall & Winter	Joe Meghan	.1 FTE	<b>\$10,000</b> PSWP
<b>Implement domestic water storage activities.</b>				
<b>Help at least 1 landowner address road-related water quality and fish passage concerns.</b>				
<b>Help develop a recycling program for land clearing and landscape debris.</b>				
<b>Assist cities with protection of high-value open spaces and habitat.</b>	Ongoing	Gary	.01 FTE	<b>\$6,000</b> PSWP

## Farmland Objectives

1. Improve and Protect Water Quality on Farmland

2. Conserve Agricultural Irrigation Water
3. Enhance and Restore Habitat on Farmland
4. Conserve Working Farmland

**Funding Sources:** DOE Farm Planning (DOE Farm), Farm Plan Implementation (IM), Livestock Water Quality (LWQ), Irrigation Efficiencies Program (IEP), Dungeness River Improvements (CIDMP), Jamestown S'Klallam Tribe EPA grant (JSKT), Clallam-Cline-Dungeness Irrigation (SRFB), Puget Sound Work Plan (PSWP), Conservation Reserve Enhancement Program (CREP), County General Fund (CGF)

Farmland Activities for 2009	Target Dates	Staff Lead(s)	Time Required	Estimated Cost & Source(s)
<b>Assist at least 35 farm operators with implementation of conservation practices that reduce fecal coliform levels and that protect groundwater from contamination.</b> <ul style="list-style-type: none"> <li>✓ Assist 10 farm operators with implementation of practices to reduce bacteria. Priority assigned to Clean Water District high priority farms.</li> <li>✓ Assist 25 farm operators with implementation of practices to protect groundwater.</li> </ul>	Ongoing	Cons Plan – Farm	1.2 FTE	<b>\$30,000 (TA)</b> IM, LWQ <b>\$10,000 (FA)</b> IM, PSWP
<ul style="list-style-type: none"> <li>✓ Conduct 3 Horse &amp; Livestock Stewardship workshops and/or farm tours.</li> </ul>	Summer			
<b>Assist WUA with implementation of CIDMP water conservation and protection actions.</b> <ul style="list-style-type: none"> <li>✓ Clallam-Cline Combination Project.</li> <li>✓ Dungeness Irrigation District projects: Cameron, Phase 1, Delta Farm.</li> <li>✓ Sequim Prairie Tri SP-5 Lateral.</li> </ul> <b>Assist at least 5 individual irrigators manage irrigation water more efficiently, including conversion to more efficient irrigation systems.</b> <ul style="list-style-type: none"> <li>✓ Low Pressure Boom Sprinkler systems (Huber, Smith, Mitchell).</li> <li>✓ Include irrigation water management with conservation plans that involve irrigation.</li> </ul> <b>Conduct 1 water conservation workshop.</b>	Ongoing	Joe  Cons Plan – Farm	0.5 FTE plus Contracted Services	<b>\$85,000 (TA)</b> IEP, IM <b>\$1,500,000 (FA)</b> IEP, JSKT, SRFB, NRCS, DOE
<b>Increase beneficial use and availability of water through increases in water storage capacity.</b> <ul style="list-style-type: none"> <li>✓ Participate in County Aquifer Recharge study and pilot tests</li> <li>✓ Participate in Atterberry Reservoir project planning</li> </ul>	Ongoing	Joe	.1 FTE	<b>\$5,000</b> IEP
<b>Restore proper biological function to at least 1 mile of stream buffers.</b> <ul style="list-style-type: none"> <li>✓ Participation on Salmon Recovery committees.</li> <li>✓ Smith</li> <li>✓ Tatom</li> </ul>	Ongoing	Joe, Gary Meghan	.15 FTE .4 FTE	<b>\$45,000 (TA)</b> PSWP, CREP <b>\$70,000 (FA)</b> CREP, Pioneers
<b>Assist 1 landowner with development of upland wildlife habitat conservation plan.</b>	Ongoing	Cons Plan – Farm	.01 FTE	<b>\$1,000</b> CGF
<b>Assist with development and implementation of programs to prevent loss of farmland (prevent loss of 100 acres by 2012).</b>	Ongoing	Joe	.01 FTE	<b>\$1,000</b> CGF

### Forestland Objectives

1. Maintain and Improve Forest Health and Function
2. Enhance and Restore Habitat on Forestland
3. Conserve Commercial Forestland

4. Protect and Improve Air Quality
5. Develop Alternative Sources of Renewable Energy

**Funding Sources:** Family Forest Fish Passage Program (FFFPP)

Activities for 2009	Target Dates	Staff Lead(s)	Time Required	Estimated Cost & Source(s)
<b>Help small forestland owners address road-related fish passage and water quality problems on 2 sites.</b> ✓ Eaton FFFPP project (1) ✓ Sallstrom FFFPP project (2)	July-Oct	Meghan	.05 FTE	<b>\$16,000</b> (TA) FFFPP <b>\$348,000</b> (FA) FFFPP
<b>Direct small forest landowners to sources of technical assistance for development and implementation of forest stewardship plans.</b> <b>Assist with promotion of wildfire prevention program.</b>	Ongoing	Staff	.01 FTE	<b>\$1,000</b> PSWP
<b>Assist with efforts to control spread of exotic vegetation and noxious weeds.</b>	Ongoing	Meghan	.01 FTE	<b>\$1,000</b> CGF, BF
Help develop and implement programs to prevent loss of forestland.				
Assist with development of a recycling program for timber harvest residues. Assist with the development of projects to utilize timber harvest and land clearing residues for energy production.				

**Information – Education Objectives**

1. Educate youth about natural resource conservation
2. Educate the public about natural resource conservation

**Funding Sources:** All

Activities for 2009	Target Dates	Staff Lead(s)	Time Required	Estimated Cost & Source(s)
<b>Conduct watershed education utilizing Enviroscape models in fourth grade classroom as requested.</b>	School Year	Marilyn	.01 FTE	<b>\$1,000</b> CGF
Develop and implement a plan for use of Robin Hill Farm Park as a conservation education venue.				
<b>Develop and implement an effective outreach program.</b> ✓ Submit press releases ✓ Inform legislators, county commissioners, and other key decision-makers about District accomplishments and needs	On-going	Joe	.01 FTE	<b>\$1,000</b> All
✓ Publish and distribute quarterly newsletter ✓ Further develop and maintain web site	Quarterly On-going	Meghan	.05 FTE	<b>\$12,000</b> IM

**District Operations Objectives**

1. Attain Financial stability for District programs
  - By December 2009, the District will realize a County-approved assessment authorization

**2. Maintain effective and efficient operations including accounting, grant vouchering, personnel management, Supervisor elections & appointments, training & development, annual planning and reporting**

**Funding Sources:** All

<b>Activities for 2009</b>	<b>Target Dates</b>	<b>Staff Lead(s)</b>	<b>Time Required</b>	<b>Estimated Cost &amp; Source(s)</b>
<b>Prepare for County-approved Special Assessment authorization</b> ✓ Quantify services, benefits and funding needs	On-going	Joe	.1 FTE	<b>\$10,000</b> BF, CGF
✓ Prepare grant applications and proposals for specific projects as opportunities arise	On-going	Joe	.05 FTE	<b>\$5,000</b> BF, CGF
<b>Maintain effective and efficient operations</b> ✓ Develop a Policies and Procedures Manual and adopt clear policies and procedures to guide all programs, activities, and personnel management. ✓ Follow proper accounting, grant vouchering and reporting procedures. ✓ Conduct Annual Internal Audit and Federal Audit	On-going	Joe, Janell	.2 FTE	<b>\$15,000</b> All
✓ Follow timely and proper election and appointment procedures.	1 <sup>st</sup> quarter	Janell	.01 FTE	<b>\$500</b> BF, CGF
✓ Prepare effective annual plans and reports.	December & June	Joe, Janell	.1 FTE	<b>\$8,000</b> All
<b>Hire and retain qualified staff.</b> ✓ Process payroll.	On-going	Janell, Joe	.3 FTE	<b>\$22,000</b> All
<b>Develop and implement individual training and development plans, including position descriptions and performance standards for each staff person.</b>	June	Joe, Janell	.1 FTE	<b>\$8,000</b> BF, CGF