



Clallam Conservation District

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MINUTES

Regular Monthly Meeting July 14, 2009

Supervisors Present: Donald Hatler, Nash Huber, Joe Murray, Marilyn Pollock, Ben Smith

Associate Supervisors Present: none

Staff Present: Joe Holtrop, District Manager; Meghan Adamire, Jennifer Coyle-Bond, Gary Dougherty; Conservation Planners

Others Present: none

Joe Murray called the meeting to order at 3:00 PM.

Approval of Minutes

Minutes from the June 9, 2009 meeting should read “approved minutes from May 12, 2009 meeting”.

Nash Huber moved to approve the revised minutes from the June 9, 2009 meeting. Marilyn Pollock seconded. Motion approved.

REPORTS

Staff Reports

Jennifer Coyle Bond – Cassidy Creek Ranch completed their cost-share project for fencing along Cassidy Creek. The buffer and adjacent paddocks will be planted to pasture this fall. The landowners would like assistance with implementing heavy use area protection in the paddocks attached to the indoor riding arena. The District did not get a booth space in the Agriculture Building for the fair this year and Jennifer is working with 4H leaders to secure a display space in one of the livestock barns.

Gary Dougherty – Participated in NPCLE SRFB project ranking and scoring system revisions. Assumed grant management of Goodman Creek road decommissioning project. Discussed with Terri Partch potential role in City of Port Angeles NPDES permitting obligations. Suggested the use of District’s Enviroscope model and materials for outreach and education components, and the possibility of an LID demonstration project. The 3 Crabs Ulvoid mat meeting was well-attended by A) residents who wanted the algae physically removed, and B) those who felt it is a natural occurrence. Presenters explained that while macro-algae blooms are a natural phenomenon, the amount and frequency of ulva in Dungeness Bay may be elevated beyond natural levels, due to excess nutrients from human-caused, sources such as septic and livestock. Postcards will be sent to 3 Crabs property owners informing them of report availability when address list from the County Assessor’s office is updated.

Meghan Adamire – Performed several CREP maintenance inspections and working to promote CREP. Met with Ducks Unlimited regarding restoration and easement opportunities for the Northern Conservation Farm. Joanna and Brian McLean’s heavy use area is complete and a letter they wrote thanking Meghan and the District was distributed.

Joe Holtrop – Patti Forsberg requested that someone from the District speak about Walt during his memorial on July 31; either Joe Murray or Joe Holtrop will speak. The Cameron claim for Dungeness Irrigation ditch piping damages has been resolved. The Salmon Recovery Funding Board (SRFB) proposal for the Dungeness Irrigation District for \$700,000 to pipe the upper end and bottom end of their irrigation system has been ranked second by the local technical review group. Funding is sufficient for all eight SRFB proposals so it is very likely that this piping project will be funded for work to begin in early 2010.

United States Department of Agriculture (USDA) Reports - none

Treasurer's Report

Nash Huber moved to approve the June financial report as presented. Don Hatler seconded. Motion approved.

Announcements/Public Comment – none

OLD BUSINESS

Conservation Commission Fiscal Year 2010 Grants and Budget Update – Joe Holtrop announced that our new Commission grants begin July 1; however, we won't know what we received until the Commission has their meeting later this week. Once we know what we will receive then we can develop a scope of work.

NEW BUSINESS

Administrative Assistant Position Recruitment – Joe Holtrop would like to do interviews on Friday July 17. The Board recommended that staff do a first round of interviews on Friday or Monday then a week later have the Board interview the remaining candidates.

Accountability Audit Report – Joe Holtrop reported that we had no findings but need to better secure our cash box.

Adoption of State Pay Schedule, including Cost of Living Increase – Joe Holtrop reported that we need to have Board action stating that we adopted the state pay schedule and cost of living adjustments. Joe proposed that we add a sentence to the Personnel Manual stating that the District adopted the State Pay Schedule including cost of living adjustments.

Nash Huber moved to add the Cost of Living Adjustments language to the Personnel Manual. Don Hatler seconded. Motion approved.

Approval of Personnel Action Form – Joe Holtrop reported that approval is needed to use a form provided by the auditor that documents all employee changes.

Marilyn Pollock moved to approve usage of the Personnel Action Form. Don Hatler seconded. Motion approved.

Credit Card Policy Amendment – Joe Holtrop reported that the Board set a \$2,000 credit limit for the District credit card but that the credit card company keeps automatically increasing our credit limit.

Don Hatler moved to approve amending the Credit Card Policy to omit the credit limit portion. Nash Haber seconded. Motion approved.

Approval of Irrigation for Conservation Reserve Enhancement Program (CREP) Projects – Meghan Adamire reported that irrigation of CREP plants on the west-side of the Cascades is a special practice that must be approved by the local Conservation District board. On the east-side of the Cascades irrigation is approved at a cost of \$1.50 per tree per year. Meghan requested that the Board approve irrigation for the Clary and Tatom CREP sites.

Nash Huber moved to approve irrigation for Susan Clary and Jack and Jan Tatom's CREP projects. Don Hatler seconded. Motion approved.

Authorized District Signers – Joe Holtrop reported that he needed the Board to sign as Authorized District Signers for the new Commission grants. All the Board members signed.

Meeting adjourned at 5:00 pm.