



# 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**  
**January 13, 2015**

## MINUTES

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

**Supervisors Absent:**

**Associate Supervisors Present:**

**Staff Present:** Joe Holtrop, Executive Director; Meghan Adamire, Jennifer Bond, Conservation Planners; Beth Loveridge, Administrative Assistant

**Others Present:** Tony Sunseri, Rick Noble, NRCS

**Presiding Officer:** Joe Murray

**Secretary:** Beth Loveridge

Meeting called to order at 3:00 PM

### APPROVAL OF MINUTES

Matt Heins moved to approve the minutes of the December 9, 2014 board meeting as presented. Robert Beebe seconded. Motion approved unanimously.

### REPORTS

#### Staff Reports

Meghan Adamire gave updates on recent site visits. Jennifer Bond gave an update a septic system repair cost-share project and other site visits. Joe Holtrop gave an update on irrigation projects.

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

#### NRCS Report

Jim Poffel submitted a written NRCS report (attached).

Tony Sunseri reviewed Jim's activities and updated the board on NRCS conservation planning initiatives.

Rick Noble reported that there are still opportunities to comment on the Farm Bill.

#### Treasurer's Report

Matt Heins moved to approve the December 2014 Treasurer's report and approve for payment electronic funds transfers and checks described as FF 8687-8717 and SCB 231 dated December 1-31 2014 in the amount of \$58,158.20. Don Hatler seconded. Motion approved unanimously.

Ben Smith requested that a Profit and Loss comparison for years 2013 and 2014 be provided at the next meeting.

#### Announcements/Public Comment

None.

## OLD BUSINESS

### **Conservation Commission Meeting and Tour in January**

Joe Holtrop reported that 45 people have signed up for the tour and that shuttles for the tour are being donated by 7 Cedars Casino.

### **Open Public Meetings Act Requirements**

Robert Beebe, Don Hatler, Matt Heins, and Ben Smith have completed the training.

### **2015 Plan of Work and Budget**

Ben Smith moved to approve the 2015 Plan of Work and Budget. Robert Beebe seconded. Motion approved unanimously.

### **Pollution Identification & Correction (PIC) Plan Update**

Jennifer Bond reported that the PIC Plan is done and distributed a "Final Report" that was submitted to the state Department of Health. The board discussed ways to ensure implementation of the project now that that responsibility lies with the County, including speaking directly with County Commissioners about the project.

## NEW BUSINESS

### **Interlocal Agreement with Clallam County for PIC Implementation**

Matt Heins moved to approve the Interlocal Agreement with Clallam County for PIC Implementation. Ben Smith seconded. Motion approved.

### **Cooperative Agreement with the Natural Resources Conservation Service**

The Board reviewed the proposed agreement and authorized Tony Sunseri, NRCS to move forward with finalizing the contract after removing Addendum A (relating to co-location of offices). Jim Poffel will bring the contract to the District's next board meeting.

### **Interlocal Agreement with Sequim Prairie-Tri Irrigation Association for ditch piping**

Ben Smith moved to approve an Interlocal Agreement with Sequim Prairie-Tri Irrigation Association for ditch piping, as amended. Don Hatler seconded. Motion approved unanimously.

### **Interlocal Agreement with Dungeness Irrigation District for ditch piping.**

Ben Smith moved to approve an Interlocal Agreement with Dungeness Irrigation District for ditch piping. Matt Heins seconded. Motion approved unanimously.

### **Cultural Resources Contract with Jamestown S'Klallam Tribe (added Agenda item)**

Matt Heins moved to approve a contract with Jamestown S'Klallam Tribe for cultural resources services for the Dungeness Irrigation District ditch piping project in the amount of \$1,011.19. Ben Smith seconded. Motion approved unanimously.

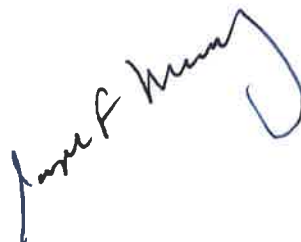
### **Water Users Association GPS Software Location**

Ben Smith informed the Board that the Water Users Association (WUA), of which he is a member, has recently purchased GPS software to map and locate all of their irrigation lines. The WUA is interested in partnering with Clallam Conservation District to house their software and use the District's GIS mapping program to fine-tune the data. The WUA has not drafted a proposal yet, but wanted to see first if the District is interested in pursuing this partnership.

Don Hatler moved that the Clallam Conservation District continue to explore the possibility of working with the Water Users Association to store the collected GPS data for irrigation lines. Matt Heins seconded. Ben Smith recused himself. Motion approved.

Meeting adjourned at 4:47 PM

Action Items:





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## STAFF REPORT - DECEMBER 2014

GRANT	ACTIVITY	EMPLOYEE
CONSERVATION COMMISSION	<b>IMPLEMENTATION</b>	
	<b>General Administration</b>	
	Preparations for Conservation Commission meeting and tour	Joe
	Annual plan and budget preparation	Joe
	<b>General Outreach &amp; Education</b>	
	<b>Agricultural Outreach &amp; Education</b>	
	<b>Agricultural Technical Assistance</b>	
	Site visit and conservation plan for Vanderhoof farm	Meg
	Site visit and TA to Kitchen-Dick area horse farm - heavy use area protection	Meg
	TA to horse farm - heavy use area protection and manure management	Meg
	Site visit, planting recommendations-Olympic Game Farm	Jen
	TA to livestock farm in Atterberry Rd. area (HUAP, pasture mgmt, manure mgmt)	Jen
	<b>Low Impact Development and Habitat Outreach &amp; Education</b>	
	Past Natural Landscaping course participant mapping	Joe
	Landscaping with Native Plants workshop (14)	Joe
	<b>Low Impact Development and Habitat Technical Assistance</b>	
	Plant sale TA	Meg, Joe
	Flooding and critical areas with Vern Ritchie	Joe
	<b>Watershed/Salmon Recovery Planning</b>	
	Strait Action Area meeting	Joe
	DRMT meeting	Joe
	NOPLER TRG meeting	Meg
	<b>CREP</b>	
	Site visit with NOLT to Brooks property (Nelson Creek) - GPS CREP buffer for new enrollment	Meg
	Site visit and continued planning for Bergman (Indian Creek) CREP buffers	Meg
	Planning for Hammond property (Lotzgesell Creek) CREP buffers	Meg
	Planning for Gubler buffers (Indian Creek)	Meg
	<b>IRRIGATION EFFICIENCIES</b>	
	<b>General Water Conservation Planning &amp; Coordination</b>	
	Irrigation pipeline locator service mapping	Casey
	Irrigation map updates	Casey, Joe
	Irrigation system map for Chris Burns at Jamestown S'Klallam Tribe	Joe
	<b>Project Planning and Implementation</b>	
	Cline Irrigation District W. Anderson Road project	Joe
	Dungeness Irrigation District project planning	Joe
	SPTIA project planning	Joe
	Bureau of Reclamation grant application	Joe
	<b>SHELLFISH</b>	
	<b>B&amp;T Cattle</b>	



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GRANT	ACTIVITY	EMPLOYEE
	<b>Septic Repairs</b>	
	Assistance to Vernell Neslon (Diamond Pt.) for OSS repair	Jen
	<b>LIVESTOCK WATER QUALITY</b>	
	Conservation plan completed for Melissa Spaulding (20 acre farm off Taylor Cutoff Rd)	Jen
	Conservation plan prep for Scott & Melody Johnson (19 acre farm off Towne Rd.)	Jen
DOE	<b>AQUIFER RECHARGE &amp; STORAGE</b>	
	Aquifer recharge project planning	Joe
DOE	<b>FLOODPLAINS BY DESIGN</b>	
	Future project planning meeting	Joe
DOH	<b>POLLUTION IDENTIFICATION &amp; CORRECTION PLANNING</b>	
	PIC public meeting 12-11-14	Jen, Joe
	Draft plan revisions	Jen, Joe
	PIC map preparation	Joe
	Updated PIC QAPP and sent to DOE for approval	Jen
FFFPP	<b>PFAFF</b>	
	Site visit with RCO & WDFW	Meg
	<b>MARCHANT</b>	
	Site visit with RCO & WDFW	Meg
<b>County General Funds</b>		
	WACD Annual Meeting	Joe
	Conservation Commission meeting planning	Joe

## December 2014 Port Angeles Field Office Activities

Completed task in AgLearn

Completed 2 modifications for approval

Follow up with Dana on Mentor documentation and CPA 52

Completed Mentor documentation and submitted to Jennifer Coleson

Follow up with EQIP applicants on requirements for documentation

With District Conservationist looking at Federal Building for possible relocation

Documentation of corrections to be made on Quality Assurance Review deficiencies

With Mike Hagen, on stand certification

Certified payment requests

3 days total of sick leave within the month

Completed Screening for EQIP Applications

Jury Duty Dec. 31 (I found this to be educational and enjoyable)

4 days annual leave

12 or so applications for forestry, small farm practices, energy audits and high tunnels for 2015.

**FINAL REPORT:**  
**Pollution Identification & Correction (PIC) Plan Development for the  
Sequim-Bay Dungeness Clean Water District**

**Background**

In 2010 Clallam County Environmental Health (CCEH), in partnership with Clallam Conservation District (CCD), applied to the Washington State Dept. of Health (DOH) for funding to develop a Pollution Identification and Correction plan for the Sequim Bay-Dungeness Watershed Clean Water District. DOH notified CCEH in December of 2012 that the project had been funded. CCEH asked CCD to administer the grant due to a lack of capacity. CCD agreed to take over the coordination and development of the PIC plan and held the first PIC planning meeting in May 2013.

**Summary of Accomplishments (per Tasks in Scope of Work) and Lessons Learned:**

Task 1 – Grant Administration

- ✓ This 22 month grant was administered for \$5,169.25. CCD's extensive experience managing grants has resulted in very efficient administration practices leaving the bulk of the funding for project activities rather than administration.

Task 2 – Water Quality Monitoring Plan

- ✓ Prepared a Water Quality Monitoring Status Report that summarized current & past water quality monitoring efforts, and also summarized water quality monitoring challenges and needs.
- ✓ Contracted with Streamkeepers of Clallam County to prepare a report that summarized data from the 15 most recent sampling events located closest to the mouth of streams within the Clean Water District.
  - The database used to generate the water quality report resulted in a reporting format that was confusing and cumbersome. The report was reformatted in Excel to be more user-friendly.
- ✓ A GIS water quality database was not created but an existing water quality database (Clallam County Water Resources Database) was updated and is planned for use during PIC implementation. This database will be updated to include GIS data.
- ✓ Draft QAPP was developed for the PIC program.
  - The QAPP is not in final, approved form because of time constraints but is in good working draft form and should be approved in early 2015.

Task 3 – Prepare PIC Plan

- ✓ Two public meetings/open houses; a kick-off PIC planning process and a public meeting to release the draft PIC plan.
- ✓ 17 PIC planning meetings over 19 months to develop PIC plan; guest speakers included planners from Kitsap Public Health District. PIC stakeholders consisted of members of the Clean Water Workgroup (CWWG) and oftentimes PIC planning meetings were held in conjunction with quarterly CWWG meetings.
- ✓ Two PIC plan presentations to Dungeness River Management Team (DRMT)
- ✓ Three PIC plan presentations to Clallam County Board of Health (BOH)
- ✓ Dedicated a page on CCD's website for PIC planning and publicity

- ✓ Eight press releases in local papers regarding PIC plan development and four newsletter articles regarding PIC plan development in CCD's quarterly newsletter "Conservation News."
- ✓ Completed PIC Activity Status Report that included a summary of current and past PIC activities and summarized redundancies and needs.
- ✓ Draft PIC plan was released for partner and public review on December 11, 2014. Final plan includes (Appendix P) summary of public comments and responses.
- ✓ Final PIC plan available in both printed and electronic form and is available for download from CCD's website.
  - Lessons learned include clearly defining who is responsible for approving the plan at the beginning of the planning process, setting firm deadlines for partner contribution and review and using social media to better engage the community in plan development.
  - The development of this PIC Plan was challenging since the main plan implementer (Clallam County Environmental Health) was not the main developer of the plan, thus did not always engage in plan development with the level of enthusiasm and seriousness expected by the plan developer (CCD). Therefore, as plan developer, with obligations and deadlines, CCD had to make assumptions and representations on behalf of CCEH.

#### **Misc. Advice/Insights for Implementation**

- Completion of the PIC plan took longer than expected due to several factors, including time constraints by PIC planning stakeholders to provide timely review and comment of PIC plan drafts.
- Lessons learned include setting firm deadlines for stakeholder input/plan review.
- Assign a single staff person (ideally a minimum of ¼ FTE) as "PIC Coordinator" during a PIC implementation project. A designated PIC coordinator will facilitate better communication among partners, ensure public notification (and timely response to public questions/concerns), oversee water quality monitoring and data management, and ensure that residents affected by a PIC project are properly notified of pollution problems and are referred to the appropriate partner for assistance. The PIC Coordinator can also ensure that follow-up sampling and results of clean-up projects are shared with partners and residents. In essence, the PIC Coordinator would be someone to hold accountable the various organizations that are responsible for performing PIC project activities, would ensure that the organizations and activities are well informed and coordinated, and would be a go-to person for the public to make sure the community is informed and listened to.
- Based on public comments/feedback residents of a PIC project area should be notified of an upcoming project well in advance and social media should be used to foster public participation.
- Develop and routinely maintain webpage devoted to PIC projects and post data, maps, reports, results, etc., in a timely fashion.