



Clallam Conservation District

2018 Annual Work Plan adopted 1/9/18

For More Information Visit Our Web Site at www.clallamcd.org or

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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.

Long-Range Resource Conservation Objectives:

Water Resources

1. Increase Stream Flows
2. Improve and Protect Water Quality
3. Manage Stormwater

Habitat Restoration

1. Enhance and Restore Habitat associated with Farmland
2. Enhance and Restore Habitat associated with Forestland
3. Enhance and Restore Habitat associated with Developed Lands

Working Lands Support

1. Conserve Working Farmland
2. Conserve Forestland

Information – Education

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

District Operations

1. Financial stability for ongoing district programs and overhead expenses
2. Staffing levels sufficient to implement programs
3. Maintain effective and efficient operations

Projected Revenue: \$774,600

Projected Expenditures: \$822,600

Board of Supervisors:

Joe Murray – Chair
Ben Smith – Vice-Chair
Don Hatler – Auditor
Matt Heins – Member
Robert Beebe – Member

Staff:

Joe Holtrop – Executive Director
Meghan Adamire – Conservation Planner
Jennifer Coyle-Bond – Conservation Planner (half-time)
Beth Loveridge – Bookkeeper/Admin Assistant (half-time)
Judy Minnoch – Bookkeeper/Admin Assistant (half-time)



Water Resources

1. Increase Stream Flows
2. Improve and Protect Water Quality
3. Manage Stormwater

Funding Sources: Irrigation Efficiencies grant (IE), Implementation grant (IM), Livestock Water Quality grant (LT), Shellfish grant (SH), Department of Ecology Water Supply (WS) grant, Engineering Cluster funding (PE), County PIC grant (PIC), Regional Conservation Partnership (RC), Clallam County (CGF)

Stream Flow Improvement Activities for 2018	Target Date	Staff Lead(s)	Time (FTEs)	Est. Cost & \$ Source(s)
<p>Improve irrigation system efficiencies by assisting irrigation districts and companies with implementation of irrigation ditch piping projects.</p> <ul style="list-style-type: none"> ✓ Sequim Prairie-Tri Irrigation Assoc. projects (TBD) <p>Improve on-farm irrigation water management and efficiency through education and assistance with implementation of individual irrigation efficiencies projects.</p> <ul style="list-style-type: none"> ✓ Include irrigation water management with farm conservation plans that involve irrigation <p>Reduce late summer irrigation water withdrawals from the Dungeness River by assisting with planning and implementation of water storage projects.</p> <ul style="list-style-type: none"> ✓ Partner with Washington Water Trust on River Road/DNR reservoir planning <p>Enhance late summer and early fall stream flows by implementing shallow aquifer recharge projects.</p> <ul style="list-style-type: none"> ✓ Complete design and implement one Agnew SAR project ✓ Complete design and implement one SPTIA SAR project ✓ Implement DID Cameron SAR project 	Ongoing	Joe	0.40 + PE Services	<p>\$40,000 (TA) IE, WS</p> <p>\$20,000 (design) IE, WS, PE</p> <p>\$500,000 (FA) WS, IE</p>
<p>Promote efficient water resource management, including low water-use landscaping, irrigation water management, and small-scale storage with homeowners, businesses and small farmers.</p> <ul style="list-style-type: none"> ✓ Sustainable landscaping courses (2), workshops/presentations (5) ✓ Implement SHS Roof Runoff Collection demonstration project ✓ Distribute native plants with City of PA at KONP Home Show ✓ Native Plant Sale 	Spring & Fall	Joe & Jen	0.10	\$15,000 (TA) IM
Water Quality Improvement Activities for 2018	Target Date	Staff Lead(s)	Time (FTEs)	Est. Cost & \$ Source(s)
<p>More strategically address nonpoint source pollution through pilot implementation of Pollution Identification & Correction Program Plan – in collaboration with partner agencies and organizations.</p>	Ongoing	Jennifer	0.02	\$14,000 PIC
<p>Protect ground and surface waters from contamination by assisting 20 farm operators with planning and implementation of agricultural conservation practices.</p> <ul style="list-style-type: none"> ✓ WillowWist Dairy Waste Management ✓ Maple View Dairy Waste Management <p>Promote good land and water stewardship on livestock operations by conducting 10 presentations, workshops and tours, and a display with signup sheet at the Clallam County Fair.</p>	summer	Meghan & Jennifer	0.55	<p>\$60,000 (TA) IM, LT, RC</p> <p>\$0 (FA)</p>
<p>Improve irrigation water quality by assisting Dungeness Agricultural Water Users Association with implementation of ditch piping projects.</p> <ul style="list-style-type: none"> ✓ SPTIA River Road project 	Jan-May	Joe		See <i>Improve irrigation system</i> above
<p>Promote residential landscaping practices to protect water quality.</p> <ul style="list-style-type: none"> ✓ Sustainable landscaping courses (2), workshops/presentations (5) ✓ Native Plant Sale 		Joe		See <i>Promote efficient water resource</i> above IM



Support implementation of Clallam County's on-site septic system management plan. ✓ Provide cost sharing for repair of failing on-site septic systems <ul style="list-style-type: none"> ○ Johnson OSS ○ Rupel OSS 		Jennifer	0.14	\$0 (TA) SH \$0 (FA) SH
Stormwater Management Activities for 2018				
Promote better stormwater management by assisting cities, County and WSU Extension with development, promotion and implementation of low impact development and stormwater management programs.	Target Date	Staff Lead(s)	Time (FTEs)	Est. Cost & \$ Source(s)
		Joe		
Work with irrigation districts and companies to address stormwater runoff problems associated with irrigation water conveyance. ✓ SPTIA and Highland Irrigation District River Road systems		Joe	0.02	\$2,000 (TA) WS, IE

Habitat Restoration

1. Enhance and Restore Habitat associated with Farmland
2. Enhance and Restore Habitat associated with Forestland
3. Enhance and Restore Habitat associated with Developed Lands

Funding Sources: Implementation grant (IM), CREP, SRFB

Farmland Habitat Activities for 2018				
Restore ecological function to 0.5 miles of stream buffers by providing technical and financial assistance to riparian landowners ✓ CREP 2018 planting: J&G Ag, Shangri La, Weaver ✓ CREP planning for 2019 planting: B&T Cattle, Blyleven, Beach Lake, Dungeness Habitat, NOLT Knecht ✓ CREP maintenance: Adams, Bergman, Byrnes, Fairbanks, Linn, McCarter, NOLT Lyre & Pysht	Target Date	Staff Lead(s)	Time (FTEs)	Est. Cost & \$ Source(s)
	Ongoing	Meghan	0.50	\$0 (TA) CREP \$0 (FA) CREP
Forestland Habitat Activities for 2018				
Improve fish passage by assisting family forestland owners with implementation of culvert replacement projects. ✓ No projects proposed		Meghan		
Promote good forest stewardship through outreach to landowners and collaboration with partner agencies and organizations. ✓ Partner with USFS to apply for design funding for replacement of culverts that potentially deliver sediment to the Sitkum River				\$0 SRFB
Developed Land Habitat Activities for 2018				
Promote residential landscaping practices that enhance habitat. ✓ Sustainable landscaping courses (2), workshops/presentations (5) ✓ Native Plant Sale	Target Date	Staff Lead(s)	Time (FTEs)	Est. Cost & \$ Source(s)
		Joe		See <i>Promote efficient water mgmt</i> above
Promote ecological restoration and sustainable landscaping by providing low-cost native plants.	Dec-Mar	Meghan & Judy	0.10	\$15,000 Plant Sale
Support efforts to protect and restore shoreline and nearshore ecosystems. ✓ 3 Crabs area beach stabilization outreach ✓ Participate on Salmon Recovery committees ✓ Puget Sound Partnership Strait Action Area	ongoing	Joe, Meghan & Jen	0.30	\$40,000 IM

**Information – Education Objectives**

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

Funding Sources: Implementation grant (IM), General Funds

Youth Education Activities for 2018	Target Date	Staff Lead(s)	Time (FTEs)	Est. Cost & \$ Source(s)
Support elementary school science education through water and watershed education with the use of Enviroscape dioramas. ✓ Partner with Feiro Marine Life Center ✓ Work with Sequim FFA program on farm management ✓ Participate in Dungeness River Festival school day	School Year	Jennifer	0.01	\$1,000 IM
Public Information Activities for 2018	Target Date	Staff Lead(s)	Time	Est Cost & \$ Source(s)
Work with County Parks to develop Robin Hill Farm Park as a conservation education venue.				unfunded
Utilize website, newsletter, press releases and other organizations to distribute technical information and inform public about activities, services and educational opportunities.	Ongoing	Joe	0.10	\$15,000 All
Inform legislators, county commissioners, and other key decision-makers about District accomplishments and needs.	Ongoing	Joe	0.02	\$2,000 All

District Operations Objectives

1. Financial stability for district programs and overhead expenses
2. Sufficient staffing to implement programs
3. Maintain effective and efficient operations

Funding Sources: All

Financial Stability Activities for 2018	Target Date	Staff Lead(s)	Time (FTEs)	Est. Cost & \$ Source(s)
Seek approval of stable local funding	August	Joe	0.0	
Seek grant funding for specific projects ✓ River Road reservoir land acquisition & final design ✓ Partner with USFS to apply for design funding for replacement of culverts that potentially deliver sediment to the Sitkum River	Ongoing	Joe Meghan	0.04	\$4,000 IE, WS, IM
Staffing Activities for 2018	Target Date	Staff Lead(s)	Time	Est. Cost & \$ Source(s)
Hire and retain qualified staff.	Ongoing	Joe, Beth	0.04	\$5,000 All
Develop and implement staff training and development plans.	Dec	all	0.01	\$1,000 All
Operations Activities for 2018	Target Date	Staff Lead(s)	Time (FTEs)	Est. Cost & \$ Source(s)
Develop Policies and Procedures Manual and adopt clear policies and procedures.	Ongoing	Beth	0.45	\$30,000 All
Adhere to proper accounting, grant management and reporting procedures.				
Adhere to timely and proper election and appointment procedures.	1 st quarter	Beth	0.01	\$1,000 CGF
Prepare effective annual plans and reports. ✓ Update long-range plan	Dec	Joe	0.05	\$5,000 IM



Projected Revenues and sources for 2018 include the following:

FUNDING SOURCE	AMOUNT
General Funds	
Plant Sale, Soil Testing, Course Registrations	\$19,500
Interest	\$500
Newsletter Sponsors	\$500
General Funds	\$20,500
Clallam County (CGF)	\$33,600
Puget Sound Conservation Districts Caucus	\$1,500
Washington State Conservation Commission	
Implementation Grant (IM)	\$127,500
Shellfish Grant (SH)	\$0
Irrigation Efficiencies Grant (IE)	\$274,600
Livestock Water Quality Grant (LT)	\$10,100
Conservation Reserve Enhancement Program (CREP)	\$0
Regional Conservation Partnership Program (RC)	\$36,000
CCD Share of Engineering Cluster Grant (PE)	\$7,500
Washington State Conservation Commission total	\$455,700
Washington Department of Ecology Water Supply	\$249,300
Clallam County PIC Project Implementation	\$14,000
RCO Family Forest Fish Passage Program	\$0
TOTAL PROJECTED REVENUE	\$774,600

Projected Expenditures by funding category for 2018 include the following:

EXPENSE CATEGORY & FUND SOURCE	AMOUNT
SALARIES & BENEFITS	\$282,600
General Funds	\$2,000
Clallam County	\$32,000
Washington State Conservation Commission	\$180,000
Washington Department of Ecology	\$5,600
RCO Family Forest Fish Passage Program	\$0
Clallam County PIC Project Implementation	\$14,000
Puget Sound Conservation Districts Caucus	\$1,000
<i>Reserves</i>	<i>\$48,000</i>
GOODS & SERVICES/ FINANCIAL ASSISTANCE	\$515,000
General Funds (GF) – Plant Sale, Soil Tests, etc.	\$15,000
Washington State Conservation Commission	\$256,900
Washington Department of Ecology	\$243,100
TRAVEL, RENT and MISCELLANEOUS OVERHEAD	\$25,000
General Funds (GF) – Plant Sale, Soil Tests, etc.	\$3,500
Clallam County (CGF)	\$1,600
Washington State Conservation Commission	\$18,800
Washington Department of Ecology	\$600
Puget Sound Conservation District Caucus	\$500
TOTAL PROJECTED EXPENDITURES	\$822,600



Listed below are the natural resource conservation goals and priorities to achieve by 2018. These goals and priorities were developed as part of our five-year plan adopted in 2013, and serve as the basis for the annual work plan.

Water Resources Program

- ***Increase Stream Flows (geographic priority area: east WRIA 18)***
 - Improve irrigation system efficiencies by assisting irrigation districts and companies with implementation of irrigation ditch piping projects (7).
 - Improve on-farm irrigation water management and efficiency through education and assistance with implementation of individual irrigation efficiencies projects.
 - Reduce late summer irrigation water withdrawals from the Dungeness River by assisting with planning and implementation of water storage projects (2).
 - Enhance late summer and early fall stream flows by assisting with implementation of shallow aquifer recharge projects (5).
 - Promote efficient water resource management, including low water-use landscaping, irrigation water management, and small-scale storage with homeowners, businesses and small farmers.
- ***Improve and Protect Water Quality (geographic priority area: Clean Water District)***
 - More strategically address nonpoint source pollution through development and implementation of a Pollution Identification & Correction Program Plan – in collaboration with partner agencies and organizations.
 - Protect ground and surface waters from contamination by assisting 100 farm operators (20 per year) with planning and implementation of agricultural conservation practices.
 - Promote good land and water stewardship on livestock operations by conducting 50 (10 per year) workshops, tours, presentations, event displays, etc.
 - Improve irrigation water quality by assisting Dungeness Agricultural Water Users Association with implementation of ditch piping projects.
 - Promote residential landscaping practices that protect water quality (6 educational events per year).
 - Support implementation of Clallam County's on-site septic system management plan.
- ***Manage Stormwater (geographic priority area: Port Angeles urban growth area)***
 - Promote better stormwater management by assisting cities, County and WSU Extension with development, promotion and implementation of low impact development and stormwater management programs.
 - Work with irrigation districts and companies to address stormwater runoff problems associated with irrigation water conveyance systems.

Habitat Restoration Program (geographic priority area: countywide)

- ***Enhance and Restore Habitat Associated with Farmland***
 - Restore ecological function to 2.5 miles of stream buffers (0.5 miles per year) by providing technical and financial assistance to riparian landowners.
 - Support efforts to restore functional Dungeness River floodplain.
- ***Enhance and Restore Habitat Associated with Forestland***
 - Improve fish passage by assisting family forestland owners with implementation of culvert replacement projects.
 - Promote good forest stewardship through outreach and collaboration with partner agencies and organizations.
- ***Enhance and Restore Habitat Associated with Developed Lands***
 - Promote residential landscaping practices that enhance wildlife habitat (6 educational events per year).
 - Promote ecological restoration and sustainable landscaping by providing low-cost native plants.
 - Support efforts to protect and restore shoreline and nearshore ecosystems.

Working Lands Support Program

- ***Conserve Working Farmland (geographic priority area: east WRIA 18)***
 - Support preservation of prime farmland by assisting with development and implementation of programs to prevent conversion.
 - Support control of noxious weeds through outreach and collaboration on projects.
 - Support small acreage food production and promote buy-local programs.
 - Support alternative energy generation, such as small hydropower using irrigation pipelines.
 - ***Conserve Forestlands (geographic priority area: countywide)***
 - Support development and implementation of programs to prevent conversion of forestland.
 - Support control of noxious weeds through outreach and collaboration on projects.
 - Promote wildfire prevention efforts.
 - Support forest management education.
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Information – Education Priorities and Goals to Achieve by 2018:

- ***Education of youth about natural resource conservation***
 - Support elementary school science education through water and watershed education with the use of Enviroscape dioramas.
 - Work with County Parks to develop Robin Hill Farm Park as a conservation education venue.
 - ***Education of general public on natural resource conservation***
 - Utilize website, newsletter, press releases and other organizations to distribute technical information and inform public about activities, services and educational opportunities.
 - Inform legislators, county commissioners, and other key decision-makers about District accomplishments and needs.
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District Operations Priorities, Goals:

- ***Financial stability for ongoing District programs and overhead expenses***
 - Seek approval of stable local funding by December 2013.
 - 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 individual 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.
 - Adhere to proper accounting, grant vouchering and reporting procedures.
 - Adhere to timely and proper election and appointment procedures.
 - Prepare effective annual plans and reports.