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APR 29 2025

291.25.006

MEMORANDUM OF AGREEMENT
Between
CLALLAM COUNTY
and
CLALLAM CONSERVATION DISTRICT

This Memorandum of Agreement is between Clallam County (herein referred to as "the County"), and the Clallam Conservation District (herein referred to as "District"), for the purpose of providing operational funds to the District to implement ongoing renewable resource conservation activities in Clallam County in order to support and enhance the environmental and economic sustainability of the county and its citizens. It is mutually agreed that:

The County's Responsibilities:

The County shall provide to the District \$60,000 for the calendar year 2025. This funding is for the purpose of implementing the District's program for renewable resource conservation as outlined in the Clallam Conservation District's 2025 plan and budget.

The District's Responsibilities:

The District shall use the County funds to supplement grant funding in order to implement its renewable resource conservation programs, including:

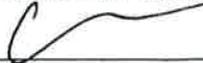
- Preparing, assisting with, and supporting grant proposals and outreach efforts for priority projects including, but not limited to:
 1. The Dungeness Off-Channel Reservoir.
 2. Aquifer recharge.
 3. Support the conservation of farmland through easements, purchase of development rights and other alternative means.
 4. Provide financial assistance to homeowners with failing septic systems.
 5. Maintain successful programs such as sustainable landscaping, native plant sales and irrigation efficiency grants.
- District administrative functions and expenses, including basic overhead expenses, such as office rent, utilities, insurance, audits, and state association dues.
- Board member and staff training and participation in state and regional conservation district programs.
- Preparing grant proposals, and when necessary, contributing required matching funds.
- The District shall keep and maintain records consistent with Public Records Act retention schedules, and shall cooperate with the County in any audit by the County or the State Auditor's Office related to this agreement.
- If, for any reason, the District does not expend all funds contemplated in this agreement, the District agrees to return any remaining funds, identified above, to the County.

The District shall submit an annual progress report and give an annual presentation to the Board of Commissioners in August of each year. The report and presentation shall provide an accounting of the use of County funds and accomplishments during the previous year.

This agreement will cover the period from January 1, 2025 through December 31, 2025.

AGREED this 8 day of April, 2025

CLALLAM CONSERVATION DISTRICT



Christy Cox, Chair

CLALLAM COUNTY BOARD OF COMMISSIONERS



Mike French, Chair

ATTEST:

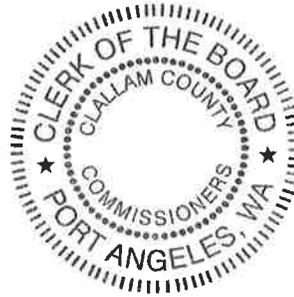


Loni Gores
Clerk of the Board

Approved as to form:



Dee Boughton
Prosecuting Attorney





Clallam Conservation District 2025 Annual Work Plan

For more information visit our website at clallamcd.org or contact Kim Williams, District Manager at 360-775-3747 x 6 or info@clallamcd.org

Mission of the Clallam Conservation District: The Clallam Conservation District promotes protection, sustainability, and enhancement of natural resources by providing information, technical expertise, and financial assistance, when possible, for all natural resource challenges to all people in Clallam County.

Long-Range Conservation Goals:

Sustainable, Clean Water

1. Conserve and enhance water supplies for all human and wildlife uses.
2. Improve and protect water quality.

Protect & Restore Fish and Wildlife Habitat

1. Enhance and restore fish and wildlife habitat.

Healthy Soil and Sustainable Lands

1. Reduce soil erosion, improve soil health, and sequester carbon.
2. Promote and protect sustainable working lands.

Outreach & Education

1. Encourage an interest and dedication to preservation, conservation, and restoration of the environment.
2. Keep key decision-makers informed.

District Operations

1. Secure adequate funding.
2. Employ qualified staff.
3. Employ diverse staff.
4. Maintain effective and efficient operations.
5. Collaborate with other organizations.

Projected Revenue: \$1,266,865.00
 Projected Expenditures: \$1,076,910.17
 \$ 169,954.83

Board of Supervisors:	Staff: 4.5 FTE's
Christy Cox – Chair	Kim Williams- District Manager (Full time)
Nicole Rasmussen – Vice-Chair	Meghan Adamire – Conservation Planner (Full time)
Wendy Rae Johnson – Auditor	Jennifer Coyle-Bond – Conservation Planner (1/2-time)
Lori DeLorm – Member	Heather Ginn – Office Administrator (1/2-time)
Ben Smith – Member	Kevin Merrigan - Conservation Field Technician (3/4 time)
	Quentin Norcutt- Conservation Intern (3/4 time)

Protect & Restore Habitat

1. Enhance and Restore Fish and Wildlife Habitat

Funding Sources: Implementation grant (IM), CREP, Riparian Grant Program (RGP) Natural Resources Investments (NRI) Dept. of Ecology Horse and Livestock (DOE H&L), Recreation and Conservation Office (RCO)

Enhance and Restore Fish and Wildlife Habitat	Staff Lead(s)	Est. Cost & \$ Source(s)
<p>Restore ecological function to at least 1.0 mile of stream buffers by providing technical and financial assistance.</p> <ul style="list-style-type: none"> ➤ Implementation of Conservation Reserve Enhancement Program (CREP) <ul style="list-style-type: none"> • Maintenance of 5 CREP riparian plantings ➤ Coordinate county-wide volunteer riparian restoration projects in partnership with JSKT, LEKT, Quileute Tribe, NOLT, NOSC, PCSC, and 10,000 Years Institute. ➤ Continue Development of Buffers for Salmon program <ul style="list-style-type: none"> • Assist 4 landowners/managers in installation of riparian buffer in 2025 • Assist 4 landowners/managers in planning of riparian buffers for installation in 2026 • Maintain 50-acres of riparian buffers planted in the last 10 years. <ul style="list-style-type: none"> • Seek longer-term stewardship funding for riparian buffer maintenance. 	<p>Meghan Kevin Quentin</p>	<p>\$150K CREP, NRI, RGP</p>
<p>Restore lower Dungeness River floodplain by supporting building of floodplain habitat</p> <ul style="list-style-type: none"> ➤ Assist with coordination and funding of Phase IV of Rivers Edge Revegetation project with JSKT. ➤ Apply for funding for stewardship of entire riparian buffer. 	<p>Meghan Kevin</p>	<p>\$22K NRI RGP</p>
<p>Secure designs for replacement of at least one barrier to fish passage.</p> <ul style="list-style-type: none"> ➤ Partner with WSC to secure designs to remove two fish passage barriers on a tributary to Swanson Ck. ➤ Sponsorship of FFFPP projects if funded; assist landowners in submitting FFFPP applications. 	<p>Meghan</p>	<p>\$245K RCO</p>
<p>Provide technical assistance for habitat protection and restoration, improve sustainability and Critical Areas Ordinance compliance as defined in Clallam County critical areas.</p> <ul style="list-style-type: none"> ➤ Provide technical assistance to 40 landowners/managers. ➤ Assist with implementation of 4 habitat-focused conservation practices. 	<p>All</p>	<p>\$20K RGP DOE H&L</p>

Healthy Soil and Sustainable Farm and Forest Lands

1. Reduce soil erosion, improve soil health, and sequester carbon.
2. Promote and Protect Sustainable Working Farm and Forest Lands

Funding Sources: Implementation grant (IM), Conservation Reserve Enhancement Program (CREP), Sustainable Farms and Fields (SFF) Overhead (OH)

Reduce Soil Erosion, Improve Soil Health, Sequester Carbon	Staff Lead(s)	Est. Cost & \$ Source(s)
<p>Provide support and assistance for soil health, nutrient management, and increased carbon sequestration.</p> <ul style="list-style-type: none"> ➤ Assist 50 landowners/managers with soil testing. ➤ Assist 2 landowners/managers with planning for practices supported by Sustainable Farms and Fields (SFF) funding. <ul style="list-style-type: none"> ○ Explore other SFF and IE project opportunities with local farms 	<p>Meghan, Jennifer Kevin Quentin</p>	<p>\$30,000 TA \$50,000 CS IM SFF, IE, OH</p>
Promote and Protect Sustainable Working Farm and Forest Land	Staff Lead(s)	Est. Cost & \$ Source(s)
<p>Keep working lands in production by supporting efforts to purchase development rights of farmland.</p> <ul style="list-style-type: none"> ➤ Collaborate with North Olympic Land Trust ➤ Participate on Conservation Futures Committee 	<p>Kim, Jennifer, Meghan</p>	<p>\$5,000 IM</p>
<p>Provide information, technical assistance and partnerships that support local food production.</p> <ul style="list-style-type: none"> ➤ Provide technical assistance to 5 landowners/managers. ➤ Collaborate with WSU and others on farm-related outreach & education. ➤ Promote opportunities for small acreage food farms and buy-local opportunities through social media and newsletter. 	<p>Meghan, Jennifer</p>	<p>\$5,000 IM</p>
<p>Provide information, technical assistance and partnerships that support forest protection, restoration, and stewardship.</p> <ul style="list-style-type: none"> ➤ Technical assistance to 5 landowners/managers <ul style="list-style-type: none"> ○ Referring landowners/manager to other state and federal agencies for further forestry assistance. ➤ Coordinate with WSU Extension Forestry, DNR, and NRCS to promote forestland assistance programs and events through social media posts, newsletter articles, and partner on workshops as applicable. <p>Promote and support understanding of wildfire ecology, prevention, and control.</p> <ul style="list-style-type: none"> ➤ Newsletter articles and social media posts (3 each) ➤ 1 workshop/webinar on wildfire prevention. ➤ Participate in the update to Clallam County Community Wildfire Protection Plan ➤ Secure funding for launching a community wildfire preparedness program. 	<p>Meghan, Quentin</p>	<p>\$2,000 IM Other funding</p>
<p>Promote and support noxious weed control.</p> <ul style="list-style-type: none"> ➤ Technical assistance to 10 landowners/managers. ➤ Collaborate with Clallam County Noxious Weeds to provide education on noxious weeds by: <ul style="list-style-type: none"> ○ 10 newsletter articles or social media posts ○ 1 workshop 	<p>Meghan, Jennifer, Kevin, Kim</p>	<p>\$11,000 RGP \$1,000 IM</p>

Outreach & Education

1. Encourage an interest and dedication to preservation, conservation, and restoration of the environment.
2. Keep Key Decision-Makers Informed

Funding Sources: Implementation grant (IM), Livestock (LT), Riparian Grant Program (RGP), Overhead (OH)

Encourage an Interest and Dedication to Preservation, Conservation, and Restoration of Environment.	Staff Lead(s)	Est. Cost & \$ Source(s)
<p>Individuals look to the district as a reliable, valued, and trusted source of information and assistance.</p> <ul style="list-style-type: none"> ➤ Keep website up to date (weekly) and enhance it as a tool for sharing information. ➤ Publish an electronic newsletter every two months, and once-yearly printed newsletter. ➤ Post weekly on social media. ➤ Produce, maintain, and distribute publications and press releases. ➤ Increase public awareness by participating in community events with booths and displays including participation at: <ul style="list-style-type: none"> ○ Dungeness River Festival ○ Forever Streamfest ○ Clallam County Fair 	All	\$40,000 IM, LT, RGP, OH
<p>Small acreage horse and livestock owners practice good land and water stewardship.</p> <ul style="list-style-type: none"> ➤ Conduct 6 workshops/farm tours. ➤ Publish 12 articles or social media posts. ➤ Promote good land and water stewardship through presentations, booths, and displays at a variety of horse and livestock groups. 	Jennifer, Meghan	\$15,000 LT, PIC, DOE H&L
<p>Community members use residential landscaping practices to provide environmental benefits.</p> <ul style="list-style-type: none"> ➤ Provide sustainable landscaping information and technical assistance. ➤ Promote sustainable landscaping with community event booths/displays. ➤ Conduct annual plant sale 	Kim, Meghan All Staff	\$2,000 IM
<p>Community members improve and protect fish and wildlife habitat.</p> <ul style="list-style-type: none"> ➤ Hold annual Orca Recovery events with a goal of: <ul style="list-style-type: none"> ○ 2 volunteer habitat restoration projects with key partners. ○ 3 educational workshops partnering with experts that focus on local restoration projects/issues. ➤ Publish 4 newsletter articles or social media posts. ➤ Host 2 volunteer restoration events 	Meghan, Kevin	\$35,000 RGP \$2,000 IM
<p>Engage our youth to develop appreciation for the environment and understand how to conserve renewable natural resources.</p> <ul style="list-style-type: none"> ➤ Partner with other agencies on riparian planting events for schools. ➤ Cultivate relationships with Clallam County school districts to develop ongoing conservation education programs. <ul style="list-style-type: none"> • Support elementary school science education through water and watershed education. • Work with Sequim HS Agricultural Science program to promote local agriculture and teach agricultural conservation planning and practices. • Support and promote schools to plant native plants in local restoration projects 	Jennifer, Meghan	\$15,000 RGP \$1,000 IM
Keep Key Decision-Makers Informed	Staff Lead(s)	Est Cost & \$ Source(s)
<p>District continues to receive the recognition and funding necessary to carry out programs and activities.</p> <ul style="list-style-type: none"> ➤ Meet with key decision makers such as County Commissioners, Legislators and Tribes 	Kim	\$2,000 IM

District Operations

1. Secure Funding
2. Employ Qualified and Diverse Staff
3. Maintain Effective and Efficient Operations
4. Collaborate with Other Organizations

Funding Sources: Implementation grant (IM), Overhead (OH) All grants supply overhead funds

Secure Adequate Funding	Staff Lead(s)	Est. Cost & \$ Source(s)
<p>Long-term stable funding is secured for basic district operations.</p> <ul style="list-style-type: none"> ➤ Pursue stable funding to lower financial risk. <ul style="list-style-type: none"> ○ Secure services of marketing firm to develop messaging & outreach action plan. ○ Engage with stakeholders and community members through presentations, workshops, public hearings, and social media to gather feedback and support. ➤ Maintain 6 months' reserves. ➤ Establish a NICRA ➤ File digitization and management <p>Grant funding is secured for implementation of conservation projects.</p> <ul style="list-style-type: none"> ➤ Pursue grant funding for specific projects and staff. 	<p>Kim, Meghan, Jennifer, Heather</p>	<p>\$60,000 IM, OH</p>
Employ Qualified Staff	Staff Lead(s)	Est. Cost & \$ Source(s)
<p>Employ qualified staff and offer training to ensure employees can efficiently implement the five-year plan.</p> <ul style="list-style-type: none"> ➤ Develop/implement trainings including: <ul style="list-style-type: none"> ○ Earthquake and Tsunami preparedness (safety plan) ○ GIS training and other software training ○ Irrigation Water Management training ○ PRA Training 	<p>Kim</p>	<p>\$6,000 IM, OH</p>
Employ Diverse Staff	Staff Lead(s)	Est. Cost & \$ Source(s)
<p>Strive to employ a staff that represents the entire diversity of the community it serves.</p> <ul style="list-style-type: none"> ➤ DEI training, Cybersecurity, Sexual Harassment, OPMA for staff and Board ➤ WADE and other opportunities 	<p>All</p>	<p>\$5,000 IM, OH</p>
Maintain Effective and Efficient Operations	Staff Lead(s)	Est. Cost & \$ Source(s)
<p>Operational policies are in place and proper procedures are followed.</p> <ul style="list-style-type: none"> ➤ Adopt and update policies and procedures, as necessary to guide all programs, operations, and personnel management. ➤ Adhere to proper accounting, grant reimbursement and reporting procedures. ➤ Establish records management policies and procedures ➤ Meet all audits requirements. ➤ Adhere to timely and proper election and appointment procedures. ➤ Prepare effective annual plans and reports. ➤ Ensure proper governance, and public transparency ➤ Keep Board properly informed 	<p>Kim Heather Meghan</p>	<p>\$80,000 OH, IM</p>
Collaborate with Other Organizations	Staff Lead(s)	Est. Cost & \$ Source(s)

Foster partnerships effectively and efficiently utilize resources and learn about new needs and opportunities and meetings.

Participate in:

- Puget Sound Conservation District Caucus and partner with other districts.
- North Pacific Coast and North Olympic Peninsula salmon recovery lead entities.
- Dungeness River Management Team.
- Conservation Futures
- Clallam Ag. Works.
- Puget Sound Partnership local integrating organization.
- Continue to collaborate and build partnerships with local Tribes, DNR, NOLT, NOSC, PCSC, WSU Extension, 10,000 Years Institute, Wild Salmon Center, and other local organizations.

Kim,
Meghan
Jennifer

\$10,000
IM, OH

Projected Revenues for 2025	
Annual Revenues	Projected 2025
FUNDING SOURCE	AMOUNT
Plant Sale	\$40,000.00
Soil testing	\$2,665.00
Interest	\$9,000.00
Donations	\$200.00
General Funds Total	\$51,865.00
Implementation Grant (IM)	\$100,000.00
Shellfish Grant (SH)	\$100,000.00
Irrigation Efficiencies Grant (IE)	\$60,000.00
Natural Resources Investments (NR)	\$50,000.00
Livestock (LT)	\$10,000.00
Conservation Reserve Enhancement (CREP)	\$47,000.00
Riparian Grant Funding	\$80,000.00
Sustainable Farms and Fields (SFF)	\$60,000.00
Engineering Cluster Grant (PE)	\$50,000.00
Washington State Conservation Commission total	\$557,000.00
Well Metering pilot	\$26,000.00
DOE OSS County wide program	\$180,000.00
DOE Horse and Livestock	\$35,000.00
Total Department of Ecology	\$241,000.00
PIC Project Implementation	\$12,000.00
County General Funds	\$0.00
Total Clallam County	\$12,000.00
Total Recreation & Conservation Office (RCO)	\$245,000.00
Federal Bureau of Reclamation	\$160,000.00
TOTAL REVENUE Projected	\$1,266,865.00

Projected Expenditures for 2025

Annual Expenses	Projected
EXPENSE CATEGORY & FUND SOURCE	AMOUNT
Salaries & Benefits	\$479,910.17
Professional Services, (IT)	\$20,000.00
Contracted Services	\$10,000.00
Plant Sale	\$40,000.00
Legal Services	\$12,000.00
Cost-share Programs	\$400,000.00
DOE WM reimbursements	\$8,000.00
Overhead (OH) – supplies	\$14,000.00
Audits	\$10,000.00
Travel, Rent and Overhead expenses	\$73,000.00
Bookkeeping/Payroll services	\$10,000.00
TOTAL PROJECTED EXPENDITURES	\$1,076,910.17