

CLALLAM MRC MEETING AGENDA

January 16, 2024
5:30 p.m. – 7:00 p.m.
Hybrid Meeting



Zoom Meeting Link: <https://us06web.zoom.us/j/85314804485>

Meeting ID: 853 1480 4485

Passcode: 12345

For more information about the MRC, please contact Cathy Lear at (360) 417-2361

Welcome by Chair LaTrisha Suggs / Call to Order / Roll Call

- Determination of quorum

Approval of Minutes

- Review and approval of December minutes

Announcements

- [Strategic Plan for 2025-2029](#) and 2025 annual workplan now posted on website
- Recruiting for member representing the Community At-Large, Alternate representing the Lower Elwha Klallam Tribe
- Kelp kayak monitoring end-of-season data review: Jan 30 (NWSC, Jeff Whitty) – see email from Amelia for Zoom link
- Training for Open Public Meetings Act & Public Records Act – by end of January
 - Option 1 (preferred): Jan 24 @10am, County Courthouse or Zoom
 - Option 2 (if needed): [asynchronous online training](#)
- **Extra meeting in February to work on project ideas for FY 2025-27: Feb. 24, tentatively from 4-7pm (full agenda item is below)**

Committee and Project Reports *if an update is needed*

- NWSC monthly update – Alan Clark
- Comprehensive plans subcommittee
 - Subcommittee: Alan Clark, Bob Vreeland, Ed Bowlby
 - [Clallam County Comp Plan update & Clallam County Climate/Hazard Mitigation Plan update](#)
 - [Port Angeles City Comp Plan update](#)
 - [Sequim Comp Plan update: Future of Sequim survey](#)
- Interns – (on hiatus unless we get a new lead)
- Olympia Oyster – Chris Burns
- Forage Fish – Ed Bowlby, Alan Clark, Helle Andersen, Iona Bociu
- Elwha Beach Stewardship – Helle Andersen
- Ediz Hook Revegetation – Helle Andersen & Allyce Miller
- Sound Toxins – Nancy Stephanz
- Shellfish Biotoxins – Bob Vreeland

2025 Meetings

January 16 (Thu)
February 20 (Thu)
March 17

April 21
May 19
June 16

July 21
August 18
September 15

October 20
November 17
December 15

- Pinto Abalone – Jeff Ward & Alan Clark
- Pigeon Guillemot – Ed Bowlby
- Kelp surveys – Alan Clark & Jeff Ward
- Education & outreach
 - Coasters – Ann Soule
 - Next new displays: crab, pigeon guillemots – Ann, Amelia
 - European Green Crab status update – Ioana Bociu
 - Oil spill response
 - State policy on rescue tug – Mike Doherty
 - HAZWOPER oiled wildlife trainings – Ed, Alicia, Rebecca

New or special business items

- Roles and responsibilities document for discussion, potential approval
- Project development for the next biennium (10/2025 - 9/2027)
 - Special meeting tentatively on February 24
 - Development of project proposals in advance of special meeting

Discussion of next meeting date and agenda

- Next meeting *Thursday*, February 20 (rescheduled due to holiday)
 - Presenters from DNR: Cynthia Harbison on stressors to kelp and eelgrass, Bree Turner on Puget Sound Marine Vegetation Implementation Development Strategy
- Special meeting for project development tentatively February 24
- Call for new agenda items

Public Comment *at the discretion of the Chair*

Good of the Order

Adjourn

**Clallam County DCD is inviting you to a scheduled Zoom meeting.
Topic: MRC**

Join Zoom Meeting

<https://us06web.zoom.us/j/85314804485?pwd=N3dMbHRyL3l5TnpKNGtVSGtWYk5VQT09>

Meeting ID: 853 1480 4485

Passcode: 12345

One tap mobile

+12532158782,,85314804485#,,,,*12345# US (Tacoma)

Dial by your location

+1 253 215 8782 US (Tacoma)

2025 Meetings

January 16 (Thu)	April 21	July 21	October 20
February 20 (Thu)	May 19	August 18	November 17
March 17	June 16	September 15	December 15

Duties of Clallam MRC Officers and Members

January 2025

Duties of the Chair:

1. Provide leadership and serve as the presiding officer of the board.
2. Chair monthly committee meetings, maintain order, assist board in achieving actions for each meeting, implement Roberts Rules of Order.
3. Appoint members to subcommittees and special assignments.
4. Rule on questions of procedure.
5. Meet with MRC staff to review monthly agenda items, plan the annual cycle of monthly meetings.
6. Conduct business of the MRC between its meetings, in coordination with/as needed by County staff.
7. Sign documents of the committee.
8. Represent the organization as a spokesperson as appropriate.
9. Provide annual updates to the Clallam County Board of County Commissioners.
10. Participate in annual NWSC conference.
11. Anticipate contributing up to 10 hours a month conducting this role.

Duties of the Vice-Chair:

1. Act for the chair in the chair's absence.
2. Share tasks with the chair, act as a sounding board, and help with difficult decisions between meetings.
3. Liaise regularly with the chair about agenda items and current issues.
4. Address complaints made about the chairperson.
5. Provide support/coordination on MRC business between meetings.
6. Participate in annual NWSC conference.
7. Anticipate contributing up to 8 hours a month conducting this role.

Duties of Field Project Leads/Co-Leads:

1. Work closely with County MRC staff on planning and implementing the project, and be familiar with reporting forms and timeline for when reports are due.
2. In coordination with MRC staff, maintain project team effectively, delegate tasks, monitor progress, identify and mitigate risks, communicate with team, make decisions, solve problems, and ensure the project is delivered on time and within budget, all while maintaining a focus on achieving project goals.
3. Make sure project gear is functioning properly and work with MRC staff to maintain as needed.
4. Follow the project QAPP (Quality Assurance Project Plan).

5. Submit draft yearly report using data, findings, and other information to MRC staff 3-4 weeks before reports are to be submitted to the grant entities. Reports may be needed quarterly, semi-annually, or annually, depending on the grant requirements.
6. Respond timely to MRC staff requests for data, information, and review of documents, in addition to providing a supporting role to MRC staff and the NWSC.
7. Treat committee members and MRC staff with respect and kindness.

Duties of Members:

1. Responsible for contributing to meetings, actively engaging in at least one field or educational project team, and communicating team business.
2. Actively volunteer for two or more public education/outreach events each year.
3. Actively volunteer to serve as an officer, NWSC rep, and on advisory or other sub-committees when formed.
4. Anticipate contributing 4-6 hours a month (or more, depending on commitments).
5. Engage as a project lead or co-lead of existing or proposed MRC projects, obtain required training to carryout projects (ex: WDFW sampling training, HAZWOPR training) propose new projects for grant biennium.
6. Actively assist on projects when leads put out a request for help.
7. Stay current on environmental issues and changes impacting the nearshore and community.
8. Be good stewards and promote strong partnerships within our community.
9. Participate in annual NWSC conference, if possible.
10. Communicate and liaise regularly with the population or organization represented by your MRC role.
11. Communicate with your alternate regularly, especially so that they can be sure to attend meetings if you are unable.
12. Communicate with the Chair and MRC staff if you are not able to attend a meeting and if your alternate will be in attendance to fill in for you.

Duties of Alternates:

1. Communicate with the lead member representative regularly.
2. Actively assist on field and education projects when leads put out a request for help.
3. Be good stewards and promote strong partnerships within our community.
4. Stay current on environmental issues and changes impacting the nearshore and community.
5. Anticipate contributing 4-6 hours a month (or more, as needed).
6. Alternates are allowed to vote only when they are filling in for the lead member.

7. Alternates should try to attend monthly meetings, even if the lead is in attendance.

Duties of Northwest Straits Commission Representative:

1. Clallam County MRC representative is required to attend monthly meetings (both in-person and on Zoom).
2. Represent the Clallam MRC at the NWSC meetings.
3. Be the liaison between the NWSC and MRC staff/members.

NW Straits 2024 Conference - Science Advisory Committee (SAC) Session Worksheet

Instructions: The project wheel worksheet is broken down into steps to help you map out your project design for a new idea/or existing project. Definitions are on the back of this worksheet. Complete as much of this worksheet as you can on a specific idea, new or ongoing project you would like to discuss with the SAC. Start with your goal and use this wheel as a tool to identify what you are trying to accomplish and flag where you have questions or need guidance from the SAC.

Start here



Goal:



Outcomes:



Participants:



Outputs:



Activities:



Start here



Goal: if/when this project succeeds, [...] will happen, be known

drive assessment of whether and how project can meet the goal, or needs to be changed it in the next round

can not be achieved without specific, named

Outcomes: how the activities and outputs measurably further the goal(s) of the project.

which, once accomplished facilitate these measureable movements towards the goal

Participants: all groups (e.g., MRC staff, volunteer members, other organization(s)) directly involved in the work

can be assigned to all of the project

Outputs: any tangible products of the work (e.g., pamphlets, signage, graduates of a training program, number of invasives found, wildlife counted, acres cleaned, sites added, etc.)

directly result in discrete or countable

Activities: the tasks & actions - science, monitoring, training, presentations, etc. accomplished by the project participants