



# Pooled Resources Oversight Committee

## DRAFT AGENDA

Wednesday, October 12, 2016 from 9:00 a.m. to 12:00 p.m.

**TAGRO Office, 2301 Cleveland Way, Tacoma 98421**

Permittee representatives:

Ben Parrish, Chair  
 Jim Simmonds  
 Theresa Thurlow  
 Kelly Uhacz

Permittee alternates:

Kit Paulsen  
 Jerallyn Roetemeyer  
 Carla Vincent  
 vacant

RSMP Coordinator:

Brandi Lubliner

Other stakeholder representatives:

Abby Barnes  
 Leska Fore  
 Chris Konrad, Vice Chair

Other stakeholder alternates:

Jay Davis  
 Katelyn Kinn  
 Tom Putnam

SWG Project Manager:

Karen Dinicola

### THE COMMITTEE'S PURPOSE:

The purpose of the PRO-Committee is to provide transparency, efficiency, and accountability of the expenditure of the Pooled Fund for the Regional Stormwater Monitoring Program (RSMP). The PRO-Committee will provide feedback to Ecology through the Stormwater Work Group (SWG) regarding the schedule, scope, budget, and quality of the program's deliverables and verify that contracts are implemented.

### THE MEETING'S GOALS:

1. Hear budget report – *discussion*
  - Revised 2016 second quarterly report from Ecology is in the works.
  - We are working on budget numbers on Ecology's administrative costs for PRO-C discussion: expenses (1) to date, (2) projected for the remainder of this permit cycle, and (3) anticipated for the next permit cycle.
2. Discuss future reviews of Ecology's performance as RSMP Administrator – *discussion/decision/action items*
  - The "report card" was well received by the Stormwater Work Group at its meeting on September 21. The following additional specific areas of the internal Ecology workload associated with implementing the RSMP were not captured in the report card:
    - Revenue collection involves invoicing work that is different from project invoicing. Ecology staff prepared an invoicing and accounting system for managing permittees' payment. They mail out invoices, track the revenue, and follow up with permittees who haven't paid on time. They also generate the receipts that go into PARIS (Ecology's permit reporting system). There is an additional annual workload in updating permittee contacts.
    - Cash flow management also includes budget planning and management activities beyond ensuring that revenues are not overspent. Administrating this large budget includes advance projections and getting management approval. For Ecology, as a state agency, this includes getting buyoff from OFM and the legislature.
    - Communication of RSMP findings will be an ongoing workload for the RSMP Coordinator even with AWC involved in the support role. (Work group members suggested that additional spokespersons for the RSMP might be identified beyond the RSMP Coordinator hired by Ecology.)
  - The SWG asked the PRO-C to consider adding additional topics to the report card. The SWG also wants the PRO-C to recommend the frequency for future evaluations; they suggested that the evaluations occur at the middle of, and about six months before the end of, each permit cycle.
3. RSMP Communication – *discussion*



- Communication Support from Association of Washington Cities – *discussion*
  - One-page cover letter to identify RSMP studies – *discussion*
4. Oversee RSMP Status and Trends monitoring – *updates only*
    - Small Streams Water Quality, Sediment Chemistry, and Watershed Health Monitoring: the stream data analysis team are preparing early results for both a SWG and FWG meetings this winter.
    - Mussel Contaminant Monitoring: chemistry results deliverable under review.
    - Marine Nearshore Sediment Chemistry Monitoring: all sites are sampled.
    - Marine Shoreline Bacteria Analysis and Interpretation: study lead presented to SWG and is preparing the technical memorandum on findings.
  5. Oversee RSMP Effectiveness Studies – *updates only*
    - Letters of Interest were reviewed by the Effectiveness Subgroup and feedback delivered to project proponents following the SWG meeting. Full proposals are due December 12.
    - Current studies underway
      - Redmond paired basin retrofit study: hydrologic monitoring active at most sites.
      - Bellingham bioretention hydrologic performance study: hydrologic monitoring at all sites. Plans to present at StormCon next year.
      - Lakewood business inspection source control study: call for business inspection data resulted in fewer than anticipated responses.
      - King County highway retrofits along Echo Lake: hydrologic and water quality monitoring underway.
      - King County/Federal Way bioretention retrofit at Hylebos: hydrologic and water quality monitoring underway.
      - Puyallup rain garden study: comments sent on draft literature review for identifying monitoring metrics. Final list of metrics still due as a deliverable.
      - USFWS plants and fungi effects on stormwater water treatment and toxicity: final QAPP approved and hydrologic monitoring getting going.
      - King Co PCB capture by bioretention soils: draft QAPP due.
      - King Co catch basin study: draft survey under review now, and final planned for distribution in December.
  6. Oversee RSMP Source Identification and Diagnostic Monitoring – *update only*
    - Lakewood IDDE data compilation and analysis: draft report discussed by SWG Source ID subgroup on September 27.
  7. Hear any concerns or suggestions related to our work
  8. Review decisions, recommendations, and action items coming out of this meeting



# Pooled Resources Oversight Committee

## DRAFT MEETING SUMMARY

Wednesday, October 12, 2016 from 9:00 a.m. to 11:10 a.m.

TAGRO Office, 2301 Cleveland Way, Tacoma 98421

### In attendance:

#### Permittee representatives:

Ben Parrish, Chair  
 Jim Simmonds  
 Theresa Thurlow  
 Kelly Uhacz

#### Permittee alternates:

Kit Paulsen  
 Jerallyn Roetemeyer  
 Carla Vincent  
 vacant

#### RSMP Coordinator:

Brandi Lubliner

Others in attendance: Bill Moore, Ecology

#### Other stakeholder representatives:

Abby Barnes  
 Leska Fore  
 Chris Konrad, Vice Chair

#### Other stakeholder alternates:

Jay Davis  
 Katelyn Kinn  
 Tom Putnam

#### SWG Project Manager:

Karen Dinicola

### THE COMMITTEE'S PURPOSE:

The purpose of the PRO-Committee is to provide transparency, efficiency, and accountability of the expenditure of the Pooled Fund for the Regional Stormwater Monitoring Program (RSMP). The PRO-Committee will provide feedback to Ecology through the Stormwater Work Group (SWG) regarding the schedule, scope, budget, and quality of the program's deliverables and verify that contracts are implemented.

### SUMMARY OF DISCUSSIONS DURING THE MEETING:

1. Discussion of budget report
  - Revised 2016 second quarterly report from Ecology is in the works. Brandi is awaiting revised June numbers.
  - August revenue has all been received. We can now pay for status and trends work and fund new effectiveness studies.
  - We are working on budget numbers on Ecology's administrative costs for PRO-C discussion: expenses (1) to date, (2) projected for the remainder of this permit cycle, and (3) anticipated for the next permit cycle.
    - It's a challenge to quantify what is needed to run, versus launch, the program. There was a year of set-up costs before Brandi was hired and most of these costs were not charged to RSMP. Also, Brandi's streams project management costs were initially being charged to RSMP admin rather than status and trends. Ecology staff who are helping Brandi do her RSMP Coordinator job are now charging to RSMP admin. The new communication contract will also be a workload for Brandi.
    - 5% of \$10.5M is \$525,000. Projected spending over 4.5 years is ~\$529K, about with Brandi's salary covered by 80% RSMP/20% Ecology. Going to be a wash for this permit term (about \$3K in the hole for 5% of RSMP). Lately Brandi is more like 95% RSMP than 80%, but does fluctuate. One fully burdened FTE for 5 years at Brandi's current position (assuming no COLAs) is \$723K.
    - The PRO-C discussed adding capacity to help administer the effectiveness studies, since the second round is coming before most of the first round is done. Ecology is willing to stand behind the agreement made for this first round (staying at 5%), and will cover costs during this first permit cycle up to 2018 permit reissuance. But as we move forward, we don't want to see a reduction in Ecology's service provider role for the RSMP Administration, so we will need to cover the costs in the next permit cycle. Ecology would need additional revenue to get more people for contract management. We are getting a very good level of service and appreciate it; we want to be certain it is maintained.



- Ecology will continue to track costs with Ecology staff helping Brandi do the RSMP Coordinator work, and this will be discussed by the PRO-C over the next couple years.
  - Question is: how big do you want the RSMP to be in the next permit cycle? How many contracts will Ecology be able to run without hiring additional staff? Brandi is currently running 20 contracts, which is a workload for more than 1 FTE. Bill is here today as Karen and Brandi's supervisor in administering the program. Moving forward the PRO-C and SWG need to decide what is paid for out of RSMP admin.
  - PRO-C intent is to adequately cover RSMP administrative costs. SWG recommendation in June was for 7% or 1.5 FTE. How many FTEs do we need? This is the first time we've seen more specific numbers. PRO-C wants to know the actual cost of what it takes to administer the RSMP. Does Ecology need 2 FTEs rather than 1.5? Having Ecology track admin costs paid both by RSMP and by Ecology is important to make this decision.
  - Timeline for decisions: Fact sheet for draft permit language needs to be done by Sept 2017, so SWG needs to make recommendation at June 2017 meeting as to an increase beyond the 7% or 1.5 FTE. Also okay to leave this in with other aspects of the adaptive management of the RSMP. Communication of any overhead increase needs to include what extra capacity is included. Jurisdictions will probably be okay with the increase going to get more effectiveness studies done.
2. Decision on future reviews of Ecology's performance as RSMP Administrator
- The "report card" was well received by the Stormwater Work Group at its meeting on September 21. The following additional specific areas of the internal Ecology workload associated with implementing the RSMP were not captured in the report card:
    - Revenue collection involves invoicing work that is different from project invoicing. Ecology staff prepared an invoicing and accounting system for managing permittees' payment. They mail out invoices, track the revenue, and follow up with permittees who haven't paid on time. They also generate the receipts that go into PARIS (Ecology's permit reporting system). There is an additional annual workload in updating permittee contacts.
    - Cash flow management also includes budget planning and management activities beyond ensuring that revenues are not overspent. Administering this large budget includes advance projections and getting management approval. For Ecology, as a state agency, this includes getting buyoff from OFM and the legislature.
    - Communication of RSMP findings will be an ongoing workload for the RSMP Coordinator even with AWC involved in the support role. (Work group members suggested that additional spokespersons for the RSMP might be identified beyond the RSMP Coordinator hired by Ecology.) This piece will be underway when the next report card is issued. Materials will be available for other folks to talk about the RSMP at a variety of venues.
    - The PRO-C agrees to add these three items (and perhaps others) to future report cards. Ben will make a track-change version of the current report card to start with next time.
  - The SWG asked the PRO-C to consider adding additional topics to the report card. The SWG also wants the PRO-C to recommend the frequency for future evaluations; they suggested that the evaluations occur at the middle of, and about six months before the end of, each permit cycle.
    - Broad agreement that it doesn't need to be annual. Mid and end of permit cycle seem reasonable. Good spacing to see where you are in budget and implementation of long-term program. Next report card will be at the end of 2017.
3. Updates on RSMP Communication work
- Contracting for communication support from Association of Washington Cities
    - So far all RSMP agreements have been interagency agreements, but AWC is not a public agency, it's a non-profit. Contracting options are a grant (using EAGL system which both Brandi and AWC would have to learn) or a sole source provider agreement. Sole source has delay of about 4 weeks for OFM plus 21 days for union to review. Both have issues. PRO-C C agrees that whatever works best for Ecology and AWC will be fine. Key is time, and maintaining transparency.
  - One-page cover letter to identify RSMP studies
    - Two RSMP effectiveness study projects are asking for data. The Lakewood business inspection source control study has gotten very little data from the jurisdictions. There's never a "good time" for a data



request. The King Co catch basin study data request is going out soon; the data submittal is entirely on-line.

- We want to be sure that folks understand where the RSMP effectiveness studies are coming from and that it's their money being spent. What will make jurisdictions pay attention to the data request? Needs to be clearly identified as a RSMP study, related to the permit. For catch basin study, include section of the permit that might be affected (in a good way) by the study. "This will help inform the permit."
- Would also help if the request came from Cami Apfelbeck as the SWG Chair. And make sure the person who gets the request (likely the jurisdiction permit manager) makes sure the request gets to the person who will fill it out, and ask the permit manager to explain to the staff why it's important.
- Consider having a space on the letter for "RSMP logo under construction." Brandi will send out the draft cover letter to the PRO-C for review over the coming week.

#### 4. Updates on RSMP Status and Trends monitoring

- Small Streams Water Quality, Sediment Chemistry, and Watershed Health Monitoring: the stream data analysis team are preparing early results for both SWG and FWG meetings this fall.
  - Scientist team is making an effort to pull together meaningful values for comparison of the toxics data. Leska took this to the Toxics Workgroup last month.
  - Freshwater Workgroup will further discuss the analysis and findings at a second meeting next spring.
- Mussel Contaminant Monitoring: chemistry results deliverable is under review.
- Marine Nearshore Sediment Chemistry Monitoring: all sites are sampled.
- Marine Shoreline Bacteria Analysis and Interpretation: study lead presented to SWG and is preparing the technical memorandum on findings.
  - We will need to meet with PSEMP Marine Waters WG (or reconvene our own scientific subgroup) to make recommendations about bacteria monitoring for next time.
- Recommendations for changes to the streams, sediment, and mussels components are also needed, but we're waiting for data and analyses to get back to us and these are not likely to be wholesale design changes like the bacteria component. Those changes will be along the lines of parameter selection, site selection, and frequency within the same overall budget. For bacteria, we need a recommendation of how to move forward from the data compilation and analysis: will RSMP include future bacteria sampling and analysis or not? What is the design? How will it fit within the budget?

#### 5. Updates on RSMP Effectiveness Studies

- Letters of Interest were reviewed by the SWG Effectiveness Studies Subgroup and feedback was delivered to project proponents following the SWG meeting. All of the ideas (except one that was withdrawn by the proponent) met the intent of our request, so there was no screening. The subgroup's feedback includes any questions and concerns. Full proposals are due to Brandi on December 12. We don't expect to get as many full proposals as we had letters of interest. Next step is full technical review. Brandi is lining up reviewers, hoping to have more than one reviewer for each study. The workshop will follow the technical review.
  - SWG will decide which projects to fund based on voting and feedback. They will also determine whether (or not) to keep a list of "ready" projects to begin in the next permit cycle.
- Current studies underway
  - Redmond paired basin retrofit study: hydrologic monitoring active at most sites.
  - Bellingham bioretention hydrologic performance study: hydrologic monitoring at all sites. Plans to present at StormCon next year.
  - Lakewood business inspection source control study: call for business inspection data resulted in fewer than anticipated responses.
    - The entire stormwater group at Cardno (the consultant for this project) is moving to Aspect. This will probably necessitate a contract modification.
  - King County highway retrofits along Echo Lake: hydrologic and water quality monitoring underway.
  - King County/Federal Way bioretention retrofit at Hylebos: hydrologic and water quality monitoring underway.
  - Puyallup rain garden study: comments sent on draft literature review for identifying monitoring metrics. The TAC is reviewing a draft list of metrics. The final list of metrics is due as a deliverable. This project is also looking at bioretention facilities (not just rain gardens).



## STORMWATER WORK GROUP

<http://www.ecy.wa.gov/programs/wq/psmonitoring/swworkgroup.html>

- USFWS plants and fungi effects on stormwater water treatment and toxicity: final QAPP approved and hydrologic monitoring getting going. WSDOT gave more space to Herrera for their TAP-E work, so WSU had to move the equipment for this project.
  - King Co PCB capture by bioretention soils: draft QAPP is now in Brandi's in-box.
  - King Co catch basin study: draft survey under review now, and final planned for distribution in December.
6. Oversee RSMP Source Identification and Diagnostic Monitoring – *update only*
- Lakewood IDDE data compilation and analysis: draft report discussed by SWG Source ID subgroup on September 27. Additional comments sent to consultant yesterday. Final report due in about one month. (Might come from Aspect rather than Cardno.)
    - This RSMP component has been reduced from SIDIR to just Source ID (per SWG recommendations). The Source ID Subgroup will make recommendations about budget and frequency for future analyses.
7. Hear any concerns or suggestions related to our work
- It would be nice to track where RSMP work is being presented. This can be a selling point of the program.
8. Decisions, recommendations, and action items coming out of this meeting
- Ben will make a track-change version of the current report card to start with in fall 2017 for the next evaluation of Ecology as RSMP service provider.
  - Brandi will continue to bring updated admin expenditure and projections information to the PRO-C. Will track over time and continue to refine.