



Pooled Resources Oversight Committee

DRAFT AGENDA

Wednesday, May 3, 2017 from 9:00 a.m. to 12:00 p.m.

USGS Office, 934 Broadway, Tacoma 98402

(if federal government is open for business, otherwise we will reschedule the meeting)

Permittee representatives:

Ben Parrish, Chair
 Jim Simmonds
 Theresa Thurlow
 Kelly Uhacz

Permittee alternates:

Kit Paulsen
 Jerallyn Roetemeyer
 Carla Vincent
 vacant

RSMP/SAM Coordinator and Staff:

Brandi Lubliner
 Amelia Min-Venditti

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 Stormwater Action Monitoring (SAM), formerly called 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. Terms for members
2. Hear budget/admin report – *update/discussion/decision*
 - Quarterly report for last quarter of 2016 is in the works. Annual report is underway, goal to go out with invoices.
 - Review current projects' budget and schedule – *see meeting materials*
 - Preparation underway for end of biennium, want projects to bill for all approved deliverables
 - Capacity at Ecology for RSMP/SAM administration.
 - PRO-C asked for continued tracking of administration expenses since early 2016.
 - RSMP/SAM administration costs – *see meeting materials*
 - To date, various Ecology staff have helped out where their time allowed but not always charged to RSMP/ SAM admin. This hasn't worked well to capture the needed costs for additional capacity that should be dedicated.
 - RSMP/SAM funds are needed to support this new position at Ecology for RSMP/SAM contract management work, scientific review of deliverables, process (workshops, meetings) and communication (fact sheets, web), both in this permit cycle and next.
 - RSMP/SAM coordinator won't lead small streams project in next permit cycle.
- Break
- Round 2 effectiveness studies
 - Workshop feedback and costs (\$697 for room, coffee, and snacks)
 - Available budget for new projects



- Will PRO-C have recommendations for SWG to consider in June 2017 for selecting additional Effectiveness Study projects?
- 2017-2018 winter mussel sampling – available budget
 - SWG will hear recommendations on design changes in June. Budget needs are unknown at this time.
- 3. Hear about RSMP/SAM Communication – *update/discussion*
 - RSMP/SAM Coordinator and staff role in communication is tracked to admin expenses; the AWC project is tracked proportionately among the 3 SAM components.
 - The first SAM Symposium will be on June 1 at Renton Community Center.
 - Factsheet and presentation templates are in the works (early version was used at April 11 effectiveness studies workshop)
 - Ecology's new website and new rules are being worked out internally, and will cause some changes on the way information is provided on the websites.
 - Brandi is presenting on SAM at upcoming conferences: Washington Hydrogeology Symposium, MuniCon, and StormCon.
- 4. Oversee RSMP/SAM Status and Trends monitoring – *updates only*
 - Small Streams, Mussels, and Marine nearshore sediment all in a data analysis phase.
 - Mussel project has a second round this coming winter, working on scope of work.
 - Two scope changes approved by PRO-C via email are underway:
 - USGS was approved to embark on the optional tasks and reallocate funds from one of those optional tasks to existing work.
 - The amendment with WDFW to extend the timeline is gathering signatures now.
- 5. Oversee RSMP/SAM Effectiveness Studies – *updates only*
 - Sampling for two current effectiveness studies lead by King County recently ended, one was expected and the other wasn't.
 - New roadway construction through the retrofit of the regional facility in Federal Way at the headwaters of the Hylebos Creek has prematurely ended the sampling phase of this project. The project lead reported they captured 18 or the planned 20 storm events, good news.
 - King County's other retrofit project along Echo Lake ended the sampling phase in March. They successfully captured the target number of storms at most sites in the study. We've discussed the problems along the way at the detention tank and the delayed availability due to construction for the most northern bioretention boxes.
- 6. Oversee RSMP/SAM Source Identification and Diagnostic Monitoring – *update only*
 - Lakewood IDDE draft final report was approved, this Task 7 work nearly complete.
 - Next steps recommendations coming from Source ID subgroup and SWG.
- 7. Hear any concerns or suggestions related to our work
- 8. Review decisions, recommendations, and action items coming out of this meeting



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USGS Office, 934 Broadway, Tacoma 98402

Permittee representatives:

Ben Parrish, Chair
 Jim Simmonds
 Theresa Thurlow
 Kelly Uhacz

Permittee alternates:

Kit Paulsen
 Jerallyn Roetemeyer
 Carla Vincent
 vacant

RSMP/SAM Coordinator and Staff:

Brandi Lubliner
 Amelia Min-Venditti

Others in attendance:

Bill Moore

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 Stormwater Action Monitoring (SAM), formerly called 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.

NOTES FROM THE MEETING'S DISCUSSIONS:

1. Opening discussion/sharing
 - Brandi showed About SAM, draft Annual Report, and draft Quarterly Report. Committee likes all of the new products, especially the SAM component icons in the About SAM and the table of deliverables in the quarterly report. Using RSMP/SAM through June and then just using SAM.
 - Added to the agenda – renewing terms for PRO-C members. This will be on the agendas for the SWG local, federal, and state caucus meeting between now and the June 7 SWG meeting where renewing and new members will be confirmed.
 - SAM Symposium June 1 – announcement came out at beginning of meeting. Members will sign up and let us know how the AWC site works for that. All of our current active projects will be presented.
2. Budget-heavy discussion today!
 - Review of current projects. Invoices are slow in coming. To date there have been 32 agreements made for SAM, 18 are still active efforts.



- Receiving waters studies are all in a data analysis or writing phase, and will most will finish by mid next year. Working with \$340,600 contingency for this SAM component.
 - Streams – 13 agreements, and Brandi is project manager, in report writing phase. Should finish near end of this year (early).
 - Mussels – 1 agreement – one round of sampling. More report writing time and presentations. Draft report near completion. This project has a second round that needs to be contracted for this winter.
 - Sediment – 4 agreements. 19% complete. Should be completed this year.
 - Bacteria – 1 agreement – work complete, project has billed ~\$20K under budget. Brandi needs to talk to EAP about closing out the project. Lead moved to a new position and is no longer available. We have the final report and recommendations for SWG to discuss.
- Effectiveness – Nine active agreements ranging from 0 to 100% project completion. Lots of moving parts. \$1.1M contingency was a good idea, lots of project scopes and budgets changed. One study will finish this calendar year. In 2018 many more will be wrapping up.
 - The Federal Way project was able to sample an exceptionally large number of storms in the beginning of this calendar year.
- Source identification – project completed; available remaining funds for new projects.
- Communications – 1 agreement. No invoices received yet. Very professional products. Proportional funding is tracked through all three RSMP components.
- New projects
 - Second round mussels – new agreement. QAPP should be relatively easy to write. Has recommendations to SWG for next round. Likely <\$300K for second round. Doable within contingency available.
 - Waiting for scientific recommendations for streams, sediment, bacteria to determine that future work and therefore contracting needs.
 - Second round effectiveness studies
 - Funding available 18% of total (82% are encumbered). Went through a good process to get new projects and can obligate all remaining funds to top ranked studies. Technical reviews this time resulted in better, more certain project proposals.
 - 51 permittees voted; ranking will be shared with SWG caucuses before their meetings.
 - The SWG decision could be considered encumbrance; and then budget encumbrance is done via contracts. Example is that the Redmond project is committed for 10 years, but current contract funds only 3 years of monitoring.
 - Source identification: on June 7 SWG will hear about two new project proposals to use these remaining funds; decision will be made in September.
 - Communications: need to continue communicating about SAM – is the AWC contract continuing or is this the new FTE? Will get recommendations toward end of current project.
- Questions about what will happen with unexpended/unencumbered funds – will need to both decide and then message what’s happening with any funds not committed to projects. Likely in the tens of thousands of dollars range. It is up to the SWG and PRO-C to decide whether to refund remaining funds. Would be good to use the funds to bridge projects (i.e., for receiving water monitoring: get ready for next round monitoring per recommendations and/or additional analyses that have been proposed).
- Ecology’s implementation of the program – providing more than administration: project management and coordination.
 - **Decision/recommendation**: Call this program management rather than administration.
 - Brandi’s work load will remain heavy. Want to spread new projects out more and add capacity. SWG approved 1.5 FTE or 7% last year, we really need 2 FTE (and it’s hard to bring on half a person). Based on current permit cycle revenue, still under 10%.
 - Committee agrees this is a good deal; individual projects are charging a higher admin rate.
 - Perhaps we should get numbers from CA programs as a comparison; different model.
 - To date, various Ecology staff have helped out where their time allowed but not always charged to RSMP/SAM. This hasn’t worked well to capture the needed costs for additional capacity that should be dedicated to SAM. Brandi shared updated estimates.
 - Brandi is in a project position. As long as the money is there, the project continues. The permit cycle provides the certainty for the funding.



- Ecology wants to hire to assist the RSMP/SAM Coordinator for contract management work, scientific review of deliverables, SAM process (workshops, meetings) and communication (fact sheets, web).
 - Bill shared the position description that is out for recruitment.
 - **Decision/recommendation:** Committee supports funding and hiring the second FTE for SAM program management. Contingencies report earlier in the meeting will be reduced and Brandi will send out new contingency amounts.
 - Preparation underway for end of biennium – standing \$5M/biennium spending authority that we've underutilized. Just an Ecology/state agency process requirement.
 - Committee reiterated that Ecology is doing an excellent job managing the program. And appreciative of Bill's management support throughout the past decade.
3. Specific discussion about round 2 effectiveness studies – what are committee's recommendations to SWG for June 7 decision on what projects to select and fund?
- Will phase in the projects – for both paperwork/capacity and cash flow.
 - How should projects be obligated or kept in the queue for contracting? Mix of hard and soft encumbrances.
 - Positive balance (contingency) would become negative if all are encumbered.
 - Good opportunity to smooth out Brandi's work load.
 - How do we make this a routine process? Over a year process to get the proposals done and considered. All eight projects have merit to various degrees. SWG's decision as to how to obligate the funds. Available budget for new projects (\$1.1M) – might phase new projects, make contracts (or parts of them) contingent on next permit cycle funding.
 - Workshop was \$697 for room, coffee, and snacks; webex worked okay except for hearing the questions.
 - Capacity and time required for adding new projects. SOW development should be easier this time because of review process.
 - Total funding requested for the eight projects is \$2.5M, so there is still funding for new questions in the next round. Getting a jump start on the next permit and smoothing out work load.
 - **Decision/recommendation:** SWG will decide which projects should be done and in what priority, regardless of the currently available funding. Then Brandi and the SWG Effectiveness Subgroup will figure out schedule and sequencing. PRO-C will review SOW. Most of the projects were fairly flexible in their timing except bioretention.
4. More discussion on outreach:
- Ecology's new website and new rules are being worked out internally, and will cause some changes on the way information is provided on the websites. Go live date is July.
 - ADA accessibility format for pdfs will be built into new contracts moving forward. Not expected to be done retroactively.
 - Each tab of current SAM website will be a separate webpage.
 - Also losing ability to provide access to meeting minutes; need to create another way to provide these documents. Another work load.
 - Brandi is presenting on SAM at upcoming conferences: Washington Hydrogeology Symposium (all-day stormwater session), MuniCon, and StormCon.
 - AWC conference is in late June, figuring out who will speak about SAM there.
 - Jim volunteered to speak at WSAC conference this fall.
 - SAM Symposium is June 1. Sharing findings for several projects, others are just giving updates so that all are showcased.
 - AWC working on fact sheets, first set should be done in July. Can these be ADA accessible?
5. Review decisions, recommendations, and action items coming out of this meeting
- Three decisions highlighted above.
 - Committee voting on contract actions through emails is working well.
 - Next PRO-C meeting in the fall unless there are new members in which case we might try to meet sooner
 - At next meeting we may review SOW for new projects including next round effectiveness studies.
 - Will likely review SOW for next round mussels via email. Should be under \$300K.