

Tenmile Clean Water Project
Meeting Agenda – Apr 11, 2018

Attendees: Bob McWhorter, Alan Chapman, Hank Kastner, Andy Ross, Krista Rome, Marge Laidlaw, Naomi Murphy, Jerry Schuster

Note: Comments annotated to the meeting agenda information are shown in red.

AGENDA

- Greetings & introductions – Jerry attended from the Goshen area of upper Tenmile.
- Review & Approve Agenda – no changes to agenda.

Consent Agenda Approvals: Approved as proposed.

1. Previous Meeting Minutes (see meeting packet)
2. Financial Report:

Tenmile Clean Water Project Monthly Finance Report

Settled by end of: **March** 2018

	Budget (12 mo.)	Expended - Current Mo.	Expended - Total	Grant Fund Balance
Coordinator	3000/mo.	1,262.29	5,592.73	27,407.27
Sample Analysis	670/mo.	40.00	1,240.00	6,760.00
Outreach (gross)	3,000.00	0.00		3,000.00
Measurement (gross)	2,400.00	0.00		2,400.00
Discretionary (gross)	3,000.00	0.00	15.00	2,985.00
Grant Admin Overhead	2,600.00		2,600.00	0.00
TOTALS		1,302.29	9,447.73	42,552.27
WECU Balance	=====>			500.00

Announcements

- **WCD Speaker Series:** Bees and Pollination: How to enhance bee habitat on your farm. Apr 18, 5-7pm, location Squalicum Lake (address given upon registration); speakers, Timothy Lawrence (WSU) and Emily Hirsch (WCD)
- **Next Steering Committee meeting;** Apr 18, 5-7pm, Bellewood Acres; **notify Hank** if you are not on the S/C list and would like to receive agendas. (This distribution includes details like the ongoing website development or the WCD partnership proposal.)
- Others? **None**

Reports

- **Steering Committee** – there was no meeting in March; see ‘Business’ below for recent activity. Two interim actions by the S/C were noted:
 - a Letter of Support for a DNA study project led by WCD to compare two ‘Microbial Source Tracking Techniques’ based on data from the Ag Water Board Scott Ditch project and data points from across WA state;
 - a Letter of Support for WCD’s Near Term Action (NTA) in which we have a part and as mentioned at our precious meeting.
- **Water Quality** – data report & forward planning (verbal report, no attachment.) Bob & Andy described ambient samples in the normal range, and some of our own source tracking with high results on a Tenmile tributary between Hemmi Rd & Laurel; investigation will continue. Alan expressed interest in joining Bob on some sampling.
- **Laurel WID** – report from members who attend the April 9th meeting.

- There will be no May meeting; location has moved to WFF offices on Hawley.
- The WID Comprehensive Plan was generally approved, and now includes a major section on history of 'other' activities, including TCWP and its heritage; Hank will get a copy of that section. Discussion also included a confirmation that WID meetings are the 'right' place for coordination with TCWP going forward.
- The WID approved \$4000 per year as contribution to the long-term Fourmile DID#3 project to remove willows & improve drainage; this puts the issue back on our agenda, since we had postponed action until learning of WID action; we had tentatively budgeted \$3000 as a one-time contribution. This budget discussion included confirmation that the WID will not be budgeting for any water quality activities (sampling or otherwise.) (Drainage & Supply are tops.)
- The Portage Bay Advisory Meeting is now Apr 25th.

Business:

- **Decision:** discuss and consider approval of expenditure and plans for partnership agreement with WCD; **see attached briefing document** for information. This proposal was approved by consensus, as outlined in original text under '**Request**' in the briefing document, which is appended here with clarifications and notes from discussion embedded within. Our Steering Committee will work on next steps before & after the WCD Board meeting April 27th, and then report further at our next membership meeting.

Briefing for proposal to partner with Whatcom Conservation District (WCD) for Tenmile Clean Water Project (TCWP) outreach

Request to authorize the Chair and Co-chair, on behalf of TCWP, as follows:

- Provide funding to WCD through end of 2018 for WCD staff hours on behalf of TCWP, to conduct Tenmile outreach activities in support of the NRCS National Water Quality Initiative; **the Community Foundation has confirmed that our grant spending could extend to year-end.**
- TCWP & WCD will jointly agree on a *Scope of Work* to define types of work eligible for this funding; **suggestions for consideration in drafting, with general approval:**
 - Thorough review by the S/C to ensure alignment between described activities for WCD and plans for TCWP activities;
 - A report from WCD each month with their invoice, to describe activities undertaken with staff hours indicated in the invoice for the period;
 - Multiple references are available to aid in drafting the *Scope of Work* & will be shared with the S/C;
 - A summarizing report at the end of funding, reflecting accomplishments achieved with staff hours indicated in the invoices.
- WCD will contract with NSEA, which will reimburse WCD for staff hours detailed in monthly invoices, after approval by TCWP; **this is already an established process for other invoices being processed for us by NSEA.**
- TCWP approval of invoices will be based on the *Scope of Work* document;
- Total funding provided to WCD in this agreement not to exceed \$23,000.

Why:

- Andy begins work at Lummi Nation on April 10th
- TCWP does not have the capacity to effectively support a longer candidate search & interview process in any period of time.
- This option is preferred as the best of four (see Background, below), particularly because it provides good confidence in achieving objectives of the National Water Quality Initiative project, with minimal disruption in implementation. **(The approved approach is essentially Option #4.)**
- TCWP has an obligation to spend grant funds on purposes generally aligned with our grant application; this proposal would do that.
- WCD Board meets April 27, 2018 to consider approval of this proposal, as recommended by both George Boggs & Aneka Sweeney. **Implicit in this, but not noted explicitly: denial by the WCD Board would require us to reconsider our options!**

- This chart shows the effect of the proposal on our budget, and our remaining operating funds, with the suggested total allocation to WCD of \$23,000. **Discussion on the numbers:**
 - In the green 'Balance' column, sums remaining for categories of Coordinator, Engagement & Measurement are still available for independent TCWP activities as we see fit, beyond the WCD agreement;
 - To support such TCWP activities we may have options for part-time & as-needed assistance from WWU students, existing NSEA interns with available time and/or others;
 - Many of the possible 'outreach activities' we have discussed, especially various events like meetings or socials, could now be planned & funded by WCD as part of the NRCS/NWQI project

Original Funding Category	Grant Funded Year 1	Expended: YTD + Projections	Balance After Projections	Projected WCD Outreach	Other Projected Expenses	Notes
Coordinator	33,000.00	30,092.73	2,907.27	22,000.00	2,500.00	1.
Sample Program	8,000.00	1,240.00	6,760.00	0.00		
Stakeholder Engagement	3,000.00	1,500.00	1,500.00	500.00	1,000.00	2.
Measurement	2,400.00	500.00	1,900.00	500.00		
Discretionary (Fourmile)	3,000.00	15.00	2,985.00	0.00		
NSEA Admin	2,600.00	2,600.00	0.00	0.00		
Totals	52,000.00	35,947.73	16,052.27	23,000.00		3.

Notes:

1. Watershed Services projected through April 2018
2. Website development underway, estimated.
- 3. Categories are not rigid & may be reallocated!**

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Background: following are events & milestones resulting in this proposal; at each step the current Steering Committee list was kept informed by email and invited to comment and participate. We did not have a steering committee meeting in March.

- On 3/26 Bob, Hank & Andy met to consider options to fill Andy's vacancy; four options were roughly outlined, more fully explained here as they evolved:

Options:

1. **Do nothing;** in which case we return to a focus only on core activities we are already doing, particularly the sampling program, based on whatever volunteer hours are available. **We consider this the least attractive option.**
2. **Be patient** with a thorough job search and interview process to fill the position seeking to satisfy qualifications noted in our job description. **We consider this high risk**, since we do not have the time or capacity required, nor is there any assurance it would meet our objectives in the end; so the eventual result may be too similar to #1. **Also discussed is an alternative approach here, requesting WCD or NSEA provide search assistance on our behalf; there are a number of significant challenges with that idea, and ultimately it was judged to be unattractive.**
3. **Seek an immediate replacement** through the WWU Student Employment Center (used recently for website development) and with personal contacts at local non-profits. **We have pursued this** in parallel with #4; we are currently holding resumes of three candidates who could fulfill some but not all of the job requirements.
4. **Closely partner with the WCD** by funding additional work amongst their staff in support of watershed community outreach, which would fulfill a significant portion of our Coordinator outreach purpose with WCD staff already prepared to do that. The remainder of Coordinator tasks are largely internal to TCWP and would be supported by volunteers, as available, and/or paid part-time hours for additional work as needed. **This is the recommended option.**

- Hank & Andy consulted with Aneka from WCD and re-framed our expected WCD work session on 3/28 to discuss this issue, instead of outreach planning.
- On 3/28 Bob, Hank & Krista met with Aneka and fleshed out the plan proposed here (option #4 above) and identified next steps and potential obstacles.
- Hank contacted stakeholders as followed to eliminate each of those obstacles:
 - Pamela Jons confirms Whatcom Community Foundation (WCF) supports this use of funds within the intent of the TCWP grant and understands the potential benefits.
 - Rachel Vasak confirms that Nooksack Salmon Enhancement Assoc. (NSEA) is supportive of the proposal within our existing fiscal sponsor agreement, and also appreciates the partnership value; administration should be very workable given the existing relationship with WCD.
- Hank & Andy continue to work closely with Aneka to draft necessary documents and consider issues that arise. **This has been coordinated with the S/C, and will continue to be.**
- Aneka still intends to schedule a work session to include more stakeholders, including TCWP, to plan outreach activities under the NRCS/NWQI project. **This should have been emphasized in our discussion; this will be an important opportunity for TCWP members to participate in the planning for the WCD project.**
- **Decision:** discuss and consider acceptance of website development thus far, and approval of next steps:
 - **Phase One** work completed; **this will include live demonstration** of the sample website with review of general features; also includes **commitment to fund on-going expense** projected for site host (\$48/yr) and web domain (\$18/yr.)
 - **Phase Two** work plan to implement a design template per our requirements, and **approval to begin work**; loading of TCWP-provided content will follow in Phase Three.

Approved by consensus, as outlined. Web links provided here for:

- [Live-link to mock-up of features we could use](#); this is a template (or 'Theme') in Wordpress, the platform we plan to use;
- [Link to the wide selection of Wordpress Themes](#) (or templates) from which we will chose one in Phase Two.

Work Phases: here is the current version of the work plan

- 1) Recommend the design utility to use by collecting information on different platforms and presenting a report and example of each. This will include identifying the web hosting & domain name service.
- 2) Establish full draft design framework for consideration & approval; this includes:
 - a) Estimate hours required for this phase;
 - b) Select a template working with TCWP members for requirements;
 - c) Build out the design framework working with TCWP members for requirements;
 - d) Provide the resulting draft of the design framework for TCWP review & approval.
- 3) Create draft website complete with TCWP content; this includes:
 - a) Estimate hours required for this phase;
 - b) Make design revisions as needed after TCWP review & approval;
 - c) Consult on and collect graphic images & text content, working with TCWP members who will providing those details;
 - d) Complete a draft build-out of the website with agreed content, for TCWP review & approval.
- 4) Complete the website as agreed, along with providing TCWP with training and/or additional material to assist with future training. Details pending...

At any stage, significant scope change requested by the S/C will also entail estimate of hours for such change.

- **Time Permitting:** review of WCD landowner social survey conducted last fall; we will scan the 42 page results document and discuss key findings (distributed by email March 30, 2018.) **We did not discuss this, for lack of time.**