

Tenmile Clean Water Project: Minutes – May 9, 2018

Attendees: Bob McWhorter, Alan Chapman, Hank Kastner, Andy Ross, Krista Rome, Naomi Murphy

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

The following changes were requested for the agenda, with topic headings shown in bold type in the body of these notes:

- **WWIN Outreach Networking Event.**
- **WCD also requires a contract**
- **County budget round**

AGENDA

- Greetings & introductions
- Review & Approve Agenda

Consent Agenda Approvals: **Approved as proposed.**

1. Previous Meeting Minutes (see meeting packet; **note:** copies not provided for meeting.)
2. Financial Report:

Tenmile Clean Water Project Monthly Finance Report

Settled for: April 2018

	Budget (12 mo.)	Expended Latest Mo	Projected Spending	Committed - Total	Grant Fund Balance	Notes
Coordinator	3000/mo.	2,134.50	22,000.00	29,727.23	3,272.77	
Sample Analysis	670/mo.	300.00	0.00	1,540.00	6,460.00	
Outreach (gross)	3,000.00	281.00	1,219.00	1,500.00	1,500.00	1.
Measurement (gross)	2,400.00	0.00	500.00	500.00	1,900.00	2.
Discretionary (gross)	3,000.00	0.00	0.00	15.00	2,985.00	
Grant Admin Overhead	2,600.00			2,600.00	0.00	
TOTALS		2,715.50	23,719.00	35,882.23	16,117.77	
WECU Balance		=====>			500.00	

Notes:

1. Projected & Expended for complete website development + WCD contract
2. Projected = WCD contract

Announcements

- **Next Steering Committee meeting;** tentatively, cancel the May 16 meeting, pending discussion below. **Confirmed by group; no S/C meeting in May.**
- **Portage Bay Shellfish Protection District Advisory Committee** – next meeting is July 25th, and we will have time on the agenda to describe who we are & what we do.
- **WWIN Outreach Networking Event** ('speed dating'); May 22, 3:00pm-5:00pm; Hank participating on behalf of TCWP.
- **Others?**
- WRIA-1 management team is also discussing outreach activities; stay tuned for more developments.
- Several members mentioned recent manure 'spill' events, especially the big one involving a lagoon; little detail was known, so members were encouraged to contact Ecology and/or Dept of Ag to express concern and request more public information.

Reports

- **Steering Committee** – there was a curtailed meeting in April; see Business below for recent activity.
- **Water Quality** – data report & forward planning (verbal report, no attachment.) All ambient samples in the period were 'low' in the 35-104 range. No ad hoc samples in the period, but concerns are still focused on the Silver Springs area based on March samples.
- **Laurel WID** – there is no meeting planned for May.

Business:

1. **Water samples & results:** discussion of recent observations and plans for summer testing. Bob will still be researching septic system concentrations in the watershed in preparation for a program of monitoring samples this summer; stay tuned.
2. **Fourmile drainage project:** consider whether to invite members of drainage district #3 (DID#3 - Fourmile Creek) to attend our June meeting to explain this ongoing work, and their need for funding help. Background: we have \$3000 budgeted as cost-sharing for this or similar work; and the Laurel WID has committed \$4000 per year until completion, as cost-sharing. While members still have concerns about whether to make this contribution, we agreed it is time to discuss and finally decide; Hank will invite DID#3 members to attend our June 13 meeting to describe & discuss the project.
3. **Update:** the **WCD outreach partnership** proposal discussed & approved at the last meeting was also considered and approved by the WCD Board of Supervisors, on April 27th. Next steps will be with WCD staff to finalize the Scope of Work (see attached draft) and clarify logistics of our working relationship. Discussion welcome.
WCD also requires a contract with NSEA for transfer of funds; Hank will sign for TCWP to ensure terms of our Scope of Work are met. Contract draft available for meeting (*final version attached to these notes.*) While there are still member concerns about conceding so much initiative to WCD in this work, we have a consensus to proceed. The agreement should allow TCWP enough opportunity to participate as we like, to the extent there is interest. There will still be a detailed work session soon, for us and other stakeholders, to begin work.
Questions include: How do we ensure adequate input? How do we obtain survey & other data for our own outreach activities? Will we have enough funds remaining for our own work? How do we accomplish tasks outside this agreement but still remaining from our Coordinator task list? All of this work remains ahead of us, for those willing to participate.
4. **Information:**
TCWP WECU checking account for petty cash expenditures will be closed after clarification of NSEA fund administration rules; questions welcome. **Brief discussion only; the account will be closed.**
County budget round; what can we ask for? Time did not allow for this discussion.
5. **Update:** Our **website development** continues, and from our budget we have spent \$48 for the first year's hosting by Wordpress (domain name is free for the first year.) See attached for the **outline being used for this phase**; be aware that this document is being revised as comments are received, and making changes later may result in more work than changes made early, so we are encouraging comments.
Online demonstration: we will review the latest online version of our website development. We hope to be able to provide a link after this meeting to allow members to view latest developments as they proceed.
Our site is now live! (but under construction): <https://tenmilecleanwater.org/> We reviewed the site design at the time, **which has been improved since the meeting** (and addressing some

of the minor issues discussed about appearance.) Generally, members are very happy with the design. Important note was taken about using photos that clearly show a particular property, and the difficult question about how & when to seek property owner consent; we will investigate.

This review, and minor cleanup according to the requirements doc provided for the meeting, will largely close out Phase Two; stay tuned for an update to the requirements doc, and ***an open-call for members to provide content for finalizing the site*** in Phase Three. In the meantime, remain aware that ***the website is a live work in progress!*** At any time feel free to send your comments & questions to Hank as the work proceeds.

Training: our developer will provide training materials to enable most anyone to update content on the website, with a little help in making simple changes to design. These materials will be 'tested' with member volunteers before completion.

Summary of work phases, and progress so far:

- **Phase One** work completed; the original example website with general features; also included **commitment to fund on-going expense** projected for site host (\$48/yr) and web domain (\$18/yr.)
- **Phase Two** work underway to implement a design template per our requirements, and **approval to begin work**; loading of TCWP-provided content will follow in Phase Three.