

**WHATCOM COUNTY
PUBLIC WORKS DEPARTMENT**

JON HUTCHINGS
Director



NATURAL RESOURCES
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MEMORANDUM

TO: The Honorable Jack Louws, Whatcom County Executive, and
Honorable Members of the Whatcom County Council

THROUGH: Jon Hutchings, Director

FROM: Gary S. Stoyka, Natural Resources Program Manager

DATE: October 14, 2015

RE: October 2015 Council Surface Water Work Session - **REVISED**

Please refer to the proposed agenda below for the next Surface Water Work Session. Additional supporting documents may be distributed at or before the meeting.

AGENDA

| Date: | Tuesday, October 20, 2015 | | |
|---------------------|---|--------------------------|---------------------------------|
| Time: | 10:30 a.m. to 12:30 p.m. | | |
| Place: | Civic Center Garden Level Conference Room | | |
| | | | |
| Time | Topic | Council Action Requested | Background Information Attached |
| 10:30 AM – 11:00 AM | 2016 Flood Control Zone District Budget | Discussion | Budget Information Sheet |
| 11:00 AM – 11:15 AM | CWSP/Joint Board/Planning Unit update | Discussion | None |
| 11:15 AM – 11:45 AM | Discussion with Planning Unit | Discussion | None |
| 11:45 AM – 12:00 PM | Planning Unit Caucus Support Funding Request Guidance | Discussion | Funding Request Packet |
| 12:00 PM – 12:30 PM | Update on Pollution Identification and Correction Program | Discussion | None |

If you have questions, please feel free to call me at (360) 778-6218.

| | | | | | |
|-----|-----------------|------------------|------------------|--------------------|----------------|
| cc: | Mike McFarlane | Joe Rutan | Paula Harris | John Wolpers | Mike Donahue |
| | Remy McConnell | Jeff Hegedus | John Thompson | Kraig Olason | Erika Douglas |
| | Tyler Schroeder | Josh Fleischmann | Karen Frakes | Jennifer Schneider | Jill Nixon |
| | Sue Blake | Kirk Christensen | Dana Brown-Davis | Atina Casas | Cathy Craver |
| | George Boggs | Roland Middleton | Lonni Cummings | Kristi Felbinger | Mark Personius |

Flood Control Zone District
DRAFT 2016 Budget
Work Plan and Supporting Documentation

DETAIL FOR FCZD PROGRAM AREAS

| FLOOD MAINTENANCE AND OPERATIONS | | | | | | | | | | |
|---|-----------|----------------------|--------------|--------------------------|--------------|--------------------------|--------------|----------------------|--------------|--|
| Flood Response (169102) | | Original 2015 Budget | | Supplemented 2015 Budget | | 2015 Year End Projection | | Proposed 2016 Budget | | Assumptions/Notes |
| | | Revenues | Expenditures | Revenues | Expenditures | Revenues | Expenditures | Revenues | Expenditures | |
| Sand and sandbags | | | \$ 30,000 | | \$ 30,000 | | \$ 30,000 | | \$ 35,000 | Includes pre-deployed and sand bags for training |
| Preparedness training | | | \$ 2,000 | | \$ 2,000 | | \$ 2,000 | | \$ 3,000 | Road and M&O employees and equipment |
| Sector observers during response | | | \$ 32,000 | | \$ 32,000 | | \$ 32,000 | | \$ 37,000 | Road employees wages and benefits for 1 significant flood event |
| Construction contracts | | | \$ 10,000 | | \$ 10,000 | | \$ 10,000 | | \$ 20,000 | During and immediately following response |
| TOTAL | \$ | - | \$ 74,000 | \$ - | \$ 74,000 | \$ - | \$ 74,000 | \$ - | \$ 95,000 | 2015 estimates were based on 2009 flood; 2016 is higher due to cost & wage increases |
| NET IMPACT TO FUND BALANCE | \$ | (74,000) | | \$ (74,000) | | \$ (74,000) | | \$ (95,000) | | Assumes small flood event in fall 2015 and one large flood in 2016 |
| Flood Planning (169104) | | Original 2015 Budget | | Supplemented 2015 Budget | | 2015 Year End Projection | | Proposed 2016 Budget | | Assumptions/Notes |
| | | Revenues | Expenditures | Revenues | Expenditures | Revenues | Expenditures | Revenues | Expenditures | |
| Lower Nooksack | | | | | | | | | | |
| CFHMP refinement/update | | | | | | | | | | Formal process assumed to start in late 2016 |
| Facilitation | | | \$ 10,000 | | \$ 10,000 | | \$ 10,000 | | \$ 30,000 | 2015 covers balance from 2013 contract not spent in 2014 and not CA'd to 2015-used for FbD vision |
| Hydraulic modeling/alternatives analyses | | | \$ 100,000 | | \$ 216,994 | \$ 82,676 | \$ 122,894 | | \$ 150,000 | TWC contract CA + PO for extra presentations; revenues from ESRP and include reimbursement of staff time |
| Preliminary design and cost estimating | | | | | | | | | \$ - | |
| Structure surveys in overflow corridors | | | \$ 75,000 | | \$ 75,000 | | | | \$ 100,000 | |
| Reach analyses | | | | | | | | | \$ 150,000 | Assume contract starts in 2016 |
| Sediment management | | | \$ 60,000 | | \$ 60,000 | | \$ 81,281 | | \$ 109,442 | USGS cost-share |
| Archaeology for Marietta | | | | | \$ 3,735 | | | | | CA for Marietta acquisition, billed to ESRP grant 712002 but expenditure under 169114 |
| System-wide Improvement Framework (SWIF - 713001) | | | | | | | | | | Revenues are PSP grant |
| Facilitation | | | \$ 30,000 | | \$ 60,000 | | \$ 30,000 | | \$ 15,000 | Kulshan contract amended in 2014 and CA'd into 2015 but work to spill into 2016 |
| Hydraulic modeling support | \$ 25,000 | \$ 50,000 | | \$ 25,000 | \$ 50,000 | \$ 25,600 | \$ 60,000 | | | 2015 CA was \$33132 for WSE and \$44600 for Land |
| Prelim design / R4 analysis / plan writing | | | | | \$ 68,794 | | \$ 18,794 | | \$ 50,000 | 2014 contract, 2015 CA |
| High water mark survey | | | \$ 25,000 | | \$ 25,000 | | | | \$ 25,000 | Assumes flood each year |
| High Creek Management Plan | | | | | | | | | | |
| Plan development | | | | | \$ 1,030 | | | | | Design of improvements in 2015-16 under 169114 |
| TOTAL | \$ | 25,000 | \$ 350,000 | \$ 25,000 | \$ 570,553 | \$ 108,276 | \$ 322,969 | \$ - | \$ 629,442 | |
| NET IMPACT TO FUND BALANCE | \$ | (325,000) | | \$ (545,553) | | \$ (214,692) | | \$ (629,442) | | |
| Technical Assistance (169106) | | Original 2015 Budget | | Supplemented 2015 Budget | | 2015 Year End Projection | | Proposed 2016 Budget | | Assumptions/Notes |
| | | Revenues | Expenditures | Revenues | Expenditures | Revenues | Expenditures | Revenues | Expenditures | |
| Postage for Special District reassessments | | | | | | | | | | billed under 169100 |
| TOTAL | \$ | - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| NET IMPACT TO FUND BALANCE | \$ | - | | \$ - | | \$ - | | \$ - | | |
| National Flood Insurance Prgm (169108) | | Original 2015 Budget | | Supplemented 2015 Budget | | 2015 Year End Projection | | Proposed 2016 Budget | | Assumptions/Notes |
| | | Revenues | Expenditures | Revenues | Expenditures | Revenues | Expenditures | Revenues | Expenditures | |
| FEMA Floodplain mapping | | | | | | | | | | FEMA to resume Nooksack mapping as pilot with 100% funding |
| Permit reviews | \$ 6,000 | | | \$ 6,000 | | \$ 6,000 | | \$ 6,000 | | Flood permit fees consistent with PDS fee schedule being implemented in 2013 and later |
| Public education/CRS activities | | | \$ 15,000 | | \$ 15,000 | | \$ 10,000 | | \$ 15,000 | CRS mailings; some outreach in 2016 for new mapping |
| TOTAL | \$ | 6,000 | \$ 15,000 | \$ 6,000 | \$ 15,000 | \$ 6,000 | \$ 10,000 | \$ 6,000 | \$ 15,000 | |
| NET IMPACT TO FUND BALANCE | \$ | (9,000) | | \$ (9,000) | | \$ (4,000) | | \$ (9,000) | | |
| Early Warning System (169110) | | Original 2015 Budget | | Supplemented 2015 Budget | | 2015 Year End Projection | | Proposed 2016 Budget | | Assumptions/Notes |
| | | Revenues | Expenditures | Revenues | Expenditures | Revenues | Expenditures | Revenues | Expenditures | |
| Nooksack River gages - USGS | | | \$ 74,000 | | \$ 129,402 | | \$ 129,402 | | \$ 75,600 | 2015 exp includes CA from 2014 for 3 quarters plus new 2015 contract |
| Everson MainSt stage gage _ USGS | \$ 3,900 | \$ 3,900 | | \$ 3,900 | \$ 3,900 | \$ 3,900 | \$ 3,900 | \$ 4,000 | \$ 4,000 | Canadians reimburse cost to maintain gage |
| SNOTEL sites - USDA | | | \$ 6,000 | | \$ 6,000 | | \$ 6,000 | | \$ 6,000 | |
| WWU camera on Swift Creek slide | | | | | | | \$ 1,500 | | \$ 1,600 | |
| Emergency access to SNOTEL | | | \$ 5,000 | | \$ 5,000 | | \$ - | | \$ 5,000 | |
| Equipment for gage upgrades/repairs | | | \$ 10,000 | | \$ 10,000 | | \$ - | | \$ 10,000 | |
| Repairs and maintenance | | | \$ 5,000 | | \$ 5,000 | | \$ - | | \$ 5,000 | |
| TOTAL | \$ | 3,900 | \$ 103,900 | \$ 3,900 | \$ 159,302 | \$ 3,900 | \$ 140,802 | \$ 4,000 | \$ 107,200 | |
| NET IMPACT TO FUND BALANCE | \$ | (100,000) | | \$ (155,402) | | \$ (136,902) | | \$ (103,200) | | |

Flood Control Zone District
DRAFT 2016 Budget
Work Plan and Supporting Documentation

| FLOOD CONSTRUCTION AND IMPROVEMENTS | | | | | | | | | | | | | | | | |
|---------------------------------------|----|----------------------|--------------|--------------------------|--------------|--------------------------|--------------|----------------------|--------------|--|---|---------|--|-----------|---|---------|
| Repair and Maintenance (169112) | | Original 2015 Budget | | Supplemented 2015 Budget | | 2015 Year End Projection | | Proposed 2016 Budget | | Assumptions/Notes | | | | | | |
| | | Revenues | Expenditures | Revenues | Expenditures | Revenues | Expenditures | Revenues | Expenditures | | | | | | | |
| Construction Projects | | | | | | | | | | | | | | | | |
| Emergency/new projects as needed | \$ | 50,000 | \$ | 250,000 | \$ | 50,000 | \$ | 250,000 | | Assumed costs for responding to flood/new repairs (one per year) | | | | | | |
| Miscellaneous repair projects | | | \$ | 50,000 | | | \$ | 50,000 | | Placeholder for small projects; assumes one flood per year | | | | | | |
| DeBoer Culvert Replacement | | | \$ | - | \$ | 30,000 | \$ | 200,000 | \$ | 5,000 | Contributions from DD#4, PUD and BWID; 2016 costs for mitigation planting | | | | | |
| Bertrand Creek Levee Repairs (ACOE) | | | | | \$ | 30,000 | \$ | 100,000 | \$ | 28,462 | \$ | 94,874 | 20% match + title reports + permit fee; Contribution from DD#4 and possibly BWID | | | |
| Marine Drive Levee Repair | | | | | \$ | 30,000 | \$ | 100,000 | | | \$ | 12,000 | \$ | 40,000 | 2015 damage - contribution from WDFW | |
| Appel Culvert Replacement | | | | | | | | | \$ | 131,616 | \$ | 360,000 | | | Project resulting from SWIF - revenue is EQIP funding | |
| Levee Vegetation/PL 84-99 Eligibility | | | | | | | | | | | | | | | | |
| SWIF implementation | | | | | | | | | | | | | | | Placeholder for projects before they are specifically identified | |
| Mitigation Planning/Implementation | | | | | | | | | | | | | | | | |
| Jail crew | | | \$ | 117,439 | | | \$ | 117,439 | | | \$ | 117,439 | | | Jail crew to provide labor for FCZD and SWIF projects; available to diking or subzones | |
| Reveg planning/coordination | | | \$ | 20,000 | | | \$ | 20,000 | | | \$ | 10,000 | | | CD 2015 contract for \$20k will CA into 2016; 2016 budget added for levee veg mitigation and Appel permitting | |
| Reveg/misc supplies | | | \$ | 5,000 | | | \$ | 5,000 | | | \$ | 5,000 | | | | |
| Birch Point study cost-share | | | | | | | \$ | 1,109 | | | \$ | 1,109 | | | CA from Birch Bay study by 2020 Engineering | |
| TOTAL | \$ | 50,000 | \$ | 442,439 | \$ | 140,000 | \$ | 843,548 | \$ | 58,462 | \$ | 434,422 | \$ | 193,616 | \$ | 837,439 |
| NET IMPACT TO FUND BALANCE | \$ | (392,439) | | | \$ | (703,548) | | | \$ | (375,960) | | | \$ | (643,823) | | |
| | | | | | | | \$ | - | | | | | | | | |

| Flood Hazard Reduction (169114) | | Original 2015 Budget | | Supplemented 2015 Budget | | 2015 Year End Projection | | Proposed 2016 Budget | | Assumptions/Notes |
|---|----|----------------------|--------------|--------------------------|--------------|--------------------------|--------------|----------------------|----------------|---|
| | | Revenues | Expenditures | Revenues | Expenditures | Revenues | Expenditures | Revenues | Expenditures | |
| Swift Creek | | | | | | | | | | |
| Bank stabilization/channel excavation | \$ | 275,000 | \$ 275,000 | \$ 275,000 | \$ 275,000 | \$ - | \$ - | \$ 60,000 | \$ 200,000 | Scope TBD but likely will include dredging d/s of Oat Coles and bank stabilization. Rock work on bank is not to be shared with Road Cost Share with Road fund. They will contribute 150K work around bridges. Flood will contribute 150K work outside of Road jurisdiction |
| | | | | | | | | \$ 45,000 | \$ 150,000 | |
| NF reroute study (714002) | | | | | \$ 161,405 | | \$ 61,405 | | | Contracted in late 2014; WSE contract CA - Not continued to 2016 |
| Repository site alternatives analysis (714005) | | | | | \$ 158,130 | | \$ 18,130 | | \$ 140,000 | Contracted in late 2014; Wheeler contract CA being moved from 169500 |
| Repository site acquisition | | | \$ 200,000 | | \$ 200,000 | | \$ - | | | Acquired in late 2014 |
| Phase 1 projects (traps, setback levees, bas | \$ | 1,525,000 | \$ 1,525,000 | \$ 1,525,000 | \$ 1,525,000 | \$ - | \$ - | | | State funding not approved; on hold until state provides funding |
| Lower Nooksack River | | | | | | | | | | |
| Deming levee improvement design (708004) | | | \$ 200,000 | | \$ 492,453 | \$ 39,848 | \$ 127,700 | \$ 120,000 | \$ 150,000 | \$200k 2015 BA + B&C CA + Geo Test CA; revenues are DOE grant |
| Deming levee improvement constr. (708004) | | | | | | | | \$ 1,217,989 | \$ 3,500,000 | Costs includes Lummi wetland bank (400k) and BNSFRR (100k) |
| Marietta property acquisition & demo (ESRP-712002) | | | | | | \$ 13,782 | \$ 19,560 | | | Holstein and Bennett barn demo'd in 2015; revenues from ESRP grant and include reimbursement of staff time; Caldera oversight included in costs |
| Marietta property acquisition & demo (FEMA-712005) | \$ | 330,000 | \$ 420,000 | \$ 330,000 | \$ 420,000 | \$ 76,125 | \$ 68,000 | \$ 231,000 | \$ 264,000 | Begin acquisition in 2015 and finish in 2016 and demo in 2016; Revenues from FEMA grant and include pre-award costs spent prior to 2015 |
| Marietta property acquisition & demo New properties | | | | | | | | | \$ 36,000 | Allocation for new proerties that become available |
| Leases for agriculture | \$ | 3,600 | | \$ 3,600 | | \$ 3,780 | | \$ 3,780 | | River Rd and Emmerson Rd properties |
| Reach 4 acquisition/mitigation (715002) | | | | | | | \$ 65,790 | | | Includes survey and boundary line adjustment fees; mitigation deducted from sale price |
| Jones Creek Deflection Berm (712004) | | | | | | | | | | |
| Bridge alternatives analysis | | | | | \$ 53,094 | | \$ 23,094 | | \$ 30,000 | PSE contract CA + Geo Test CA |
| Berm and bridge design | | | \$ 300,000 | | \$ 300,000 | | | | \$ 100,000 | Contract late in 2016 after construction season |
| Land/easement acquisition | | | \$ 300,000 | | \$ 300,000 | | | | | Purchase of parcels and/or easements for berm/road construction (Use SBR if needed) |
| Construction | | | | | | | | | | Construction budget to be established once design complete and funding source defined |
| Canyon Creek restoration project | | | | | | | | | | |
| Planting and kiosk (710013) | | | \$ 20,000 | | \$ 20,000 | \$ 20,000 | \$ 20,000 | | | Revenues from DOE grant |
| Squalicum Creek Berm | | | | | | | | | | |
| Funding provided to the City of Bellingham | | | \$ 800,000 | | \$ 800,000 | | \$ 800,000 | | | Per executed memorandum of understanding |
| High Creek Sediment Management | | | | | | | | | | |
| Sediment trap/channel improvement design | | | \$ 150,000 | | \$ 150,000 | | \$ 160,000 | | \$ 1,000,000 | WSE design contract, cultural assessment, permit fees in 2015; |
| Sediment trap/channel improvement design | | | | | \$ - | | | | \$ (1,000,000) | Budget project to 2017. If it is likely to be ready for 2016 (permits and such) It will be supported as 2016 projec |
| City of Lynden - Pepin Creek | | | | | | | | | | |
| Funding for downstream analysis | | | \$ 189,000 | | \$ 189,000 | | \$ - | | \$ 210,000 | Cost-share of \$21,000 was to be provided by the L/E Subzone but outside of district boundaries |
| TOTAL | \$ | 2,133,600 | \$ 4,379,000 | \$ 2,133,600 | \$ 5,044,082 | \$ 153,535 | \$ 1,363,679 | \$ 1,677,769 | \$ 4,780,000 | |
| NET IMPACT TO FUND BALANCE | \$ | (2,245,400) | | \$ (2,910,482) | | \$ (1,210,144) | | \$ (3,102,231) | | |

Flood Control Zone District
DRAFT 2016 Proposed Budget
Work Plan and Supporting Documentation

| Natural Resources (169119) | Original 2015 Budget | | Supplemented 2015 Budget | | Year End 2015 Projections | | Proposed 2016 Budget | | Assumptions/Notes |
|--|----------------------|--------------|--------------------------|--------------|---------------------------|--------------|----------------------|----------------|--|
| | Revenues | Expenditures | Revenues | Expenditures | Revenues | Expenditures | Revenues | Expenditures | |
| NATURAL RESOURCES ADMINISTRATION | | | | | | | | | |
| Staff | \$ 157,355 | \$ 774,170 | \$ 157,355 | \$ 774,170 | \$ 157,355 | \$ 774,170 | \$ 84,360 | \$ 729,584 | Douglas, John Thompson, Beth Bushaw, Monette Boswell, Holly |
| Office and operating | | \$ 126,867 | | \$ 126,867 | | \$ 126,867 | | \$ 143,515 | |
| TOTAL | \$ 157,355 | \$ 901,037 | \$ 157,355 | \$ 901,037 | \$ 157,355 | \$ 901,037 | \$ 84,360 | \$ 873,099 | |
| NET IMPACT TO FUND BALANCE | \$ (743,682) | | \$ (743,682) | | \$ (743,682) | | \$ (788,739) | | |
| NATURAL RESOURCES OPERATIONS | | | | | | | | | |
| Coordination and Planning | | | | | | | | | |
| Restoration planning matrix and database | | | | | | | | | |
| Salmon, MRC, and SPD process coordination Planning Unit | | \$ 40,000 | | | | | | | |
| WSU Extension outreach services | | \$ 20,000 | | \$ 20,000 | | \$ 20,000 | | | |
| Monitoring and Adaptive Management | | | | | | | | | |
| Water quality monitoring (90+ stations) | \$ 25,000 | \$ 118,980 | \$ 25,000 | \$ 121,731 | \$ 25,000 | \$ 121,731 | | \$ 96,960 | PIC water quality monitoring projects (lab contracts and vehicle rental) Includes \$35,000 for WCC crew, plant survival surveys, spraying noxious weeds, and plant materials for replacement of failing plants at restoration projects |
| Restoration effectiveness monitoring, adaptive management, and stewardship | | \$ 65,000 | | \$ 65,000 | | \$ 35,000 | | \$ 65,000 | |
| Restoration | | | | | | | | | |
| New restoration projects* | | \$ 25,000 | | \$ 25,000 | | \$ - | | | Contracted services for activities supporting planting, fencing, culvert replacement, etc. |
| Maintaining existing restoration projects* | | \$ 25,000 | | \$ 25,000 | | \$ 25,000 | | \$ 25,000 | WCC crew contract for maintaining previously planted projects |
| MRC restoration projects | \$ 25,000 | \$ 25,000 | \$ 25,000 | \$ 25,000 | \$ 25,000 | \$ 5,000 | \$ 13,800 | \$ 13,800 | TBD |
| Technical Assistance and Community Outreach | | | | | | | | | |
| Bacteria PIC outreach and technical | | \$ 145,000 | | \$ 145,000 | | \$ 100,000 | | \$ 15,000 | PIC Outreach & Education Expense technical asst and/or cost-share program for ag BMPs through ILA with WCD |
| Small farm technical and financial assistance | \$ 10,000 | \$ 123,980 | \$ 10,000 | \$ 302,197 | \$ 10,000 | \$ 212,197 | \$ 90,000 | \$ 135,000 | |
| OSS O&M technical assistance | | \$ 45,250 | | \$ 45,250 | | \$ 45,250 | | \$ 23,000 | OSS and other PIC workshop incentives interfund transfer to PDS for 1 FTE enforcement Staff Time only |
| PDS PIC Enforcement capacity MRC outreach and technical assistance | | \$ 74,441 | | \$ 99,441 | | \$ 76,399 | \$ 29,000 | \$ 76,399 | |
| LMD #1/ Lake Samish subzone assistance | | | | | | | | | Staff time only; contracted services under Lake Samish subzone budget |
| TOTAL | \$ 60,000 | \$ 707,651 | \$ 60,000 | \$ 873,619 | \$ 60,000 | \$ 640,577 | \$ 132,800 | \$ 450,159 | |
| NET IMPACT TO FUND BALANCE | \$ (617,534) | | \$ (813,619) | | \$ (580,577) | | \$ (317,359) | | |
| | | \$ 1,608,688 | | \$ 1,774,656 | | \$ 1,541,614 | | \$ (1,106,098) | |
| *Integrated Salmon Recovery/Flood Hazard Reduction capital and planning projects appear under Cost Center 169114 and 169104. | | | | | | | | | |

*Integrated Salmon Recovery/Flood Hazard Reduction capital and planning projects appear under Cost Center 169114 and 169104.

**Flood Control Zone District
DRAFT 2016 Proposed Budget**

Work Plan and Supporting Documentation

| Acquatic Invasive Species (169120) | Proposed 2015 Budget | | Supplemented 2014 Budget | | Supplemented 2014 Budget | | Proposed 2016 Budget | | Assumptions/Notes |
|---|-----------------------------|---------------------|---------------------------------|---------------------|---------------------------------|---------------------|-----------------------------|---------------------|--|
| | Revenues | Expenditures | Revenues | Expenditures | Revenues | Expenditures | Revenues | Expenditures | |
| AIS ADMINISTRATION | | | | | | | | | |
| Staff | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| Office and operating | | \$ - | | \$ - | | \$ - | | \$ - | Misc. Expenses |
| TOTAL | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| NET IMPACT TO FUND BALANCE | \$ - | | \$ - | | \$ - | | \$ - | | |
| AIS OPERATIONS | | | | | | | | | |
| Coordination and Planning | | | | | | | | | |
| Education and Inspection | | | | | | | | | |
| Interlocal Agreement (COB) | \$ - | \$ 70,000 | \$ - | \$ 95,000 | \$ - | \$ 95,000 | \$ - | \$ 95,000 | Contribution to City for AIS Program |
| AIS online education program website | \$ - | \$ - | \$ - | \$ 4,240 | \$ - | \$ 2,120 | \$ - | \$ 2,120 | Professional services for online |
| TOTAL | \$ - | \$ 70,000 | \$ - | \$ 99,240 | \$ - | \$ 97,120 | \$ - | \$ 97,120 | |
| NET IMPACT TO FUND BALANCE | \$ (70,000) | | \$ (70,000) | | \$ (70,000) | | \$ (97,120) | | |
| | | \$ 70,000 | | \$ 99,240 | | \$ 97,120 | | \$ 97,120 | |
| Water Planning (169121) | | | | | | | | | |
| | Revenues | Expenditures | Revenues | Expenditures | Revenues | Expenditures | Revenues | Expenditures | Assumptions/Notes |
| WATER PLANNING ADMINISTRATION | | | | | | | | | |
| Staff | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | All staff budgeted under 169119 |
| Office and operating | | \$ 9,259 | | \$ 9,259 | | \$ 9,259 | | \$ 1,950 | |
| TOTAL | \$ - | \$ 9,259 | \$ - | \$ 9,259 | \$ - | \$ 9,259 | \$ - | \$ 1,950 | |
| NET IMPACT TO FUND BALANCE | \$ (9,259) | | \$ (9,259) | | \$ (9,259) | | \$ (1,950) | | |
| WATER PLANNING OPERATIONS | | | | | | | | | |
| Coordination and Planning | | | | | | | | | |
| Planning Unit | | | | \$ 40,000 | | \$ 35,000 | | | |
| Water Demand Study | | \$ 155,000 | | \$ 298,500 | | \$ 200,000 | | \$ 100,000 | \$100,000 Professional services contract |
| TOTAL | \$ - | \$ 155,000 | \$ - | \$ 338,500 | \$ - | \$ 235,000 | \$ - | \$ 100,000 | |
| NET IMPACT TO FUND BALANCE | \$ (155,000) | | \$ (338,500) | | \$ (235,000) | | \$ (140,000) | | |

Flood Control Zone District Proposed 2016 Budget September 30, 2015 - After Exec Meeting

OVERALL BUDGET SUMMARY

| Budget Code | Program | Supplemented 2015 Budget | | 2015 Year End Projection | | Proposed 2016 Budget | | ASR Revenue | ASR Exp |
|-------------------------------------|-------------------------------|--------------------------|---------------|--------------------------|--------------|----------------------|---------------|--------------|------------|
| | | Revenues | Expenditures | Revenues | Expenditures | Revenues | Expenditures | | |
| 169100 | Adminstration | \$ 3,431,744 | \$ 1,831,933 | \$ 3,436,744 | \$ 1,117,823 | \$ 3,501,020 | \$ 1,245,249 | \$ - | \$ - |
| 169100 | Transfers - To Stormwater/GIS | | \$ 1,139,181 | | \$ 1,139,181 | | \$ 1,027,270 | | |
| 169102 | Flood Response | \$ - | \$ 74,000 | \$ - | \$ 74,000 | \$ - | \$ 95,000 | | |
| 169104 | Flood Planning | \$ 25,000 | \$ 570,553 | \$ 108,276 | \$ 322,969 | \$ - | \$ 629,442 | | |
| 169106 | Technical Assistance | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | |
| 169108 | NFIP and CRS | \$ 6,000 | \$ 15,000 | \$ 6,000 | \$ 10,000 | \$ 6,000 | \$ 15,000 | | |
| 169110 | Early Warning | \$ 3,900 | \$ 159,302 | \$ 3,900 | \$ 140,802 | \$ 4,000 | \$ 107,200 | | |
| 169112 | Repair and Maintenance | \$ 140,000 | \$ 843,548 | \$ 58,462 | \$ 434,422 | \$ 193,616 | \$ 837,439 | | |
| 169114 | Flood Hazard Reduction | \$ 2,133,600 | \$ 5,044,082 | \$ 153,535 | \$ 1,363,679 | \$ 1,677,769 | \$ 4,780,000 | | |
| 169119 | Natural Resources | \$ 217,355 | \$ 1,774,656 | \$ 217,355 | \$ 1,541,614 | \$ 217,160 | \$ 1,323,258 | | \$ 118,765 |
| 169120 | Aquatic Invasive Species | \$ - | \$ 99,240 | \$ - | \$ 97,120 | \$ - | \$ 97,120 | | |
| 169121 | Water Planning | \$ - | \$ 347,759 | \$ - | \$ 244,259 | \$ - | \$ 101,950 | | |
| 169700 | NPDES | \$ - | \$ 436,920 | \$ - | \$ 117,350 | \$ - | | | \$ 172,559 |
| TOTAL | | \$ 5,957,599 | \$ 12,336,174 | \$ 3,984,272 | \$ 6,603,218 | \$ 5,599,565 | \$ 10,258,928 | \$ - | \$ 291,324 |
| (DECREASE)/INCREASE IN FUND BALANCE | | \$ (6,378,575) | | \$ (2,618,946) | | \$ (4,659,363) | | \$ (291,324) | |

2015 Decrease in Fund Balance \$ (2,618,946)

Additional Service Requests (ASR's) \$ - \$ 291,324
Total w/ ASR's \$ 5,599,565 \$ 10,550,252
2016 Decrease in Fund Balance \$ (4,950,687)

Notes:

Assumes NO flood in late 2015 and one larger flood in 2016

*** High Creek: \$1M moved to 2017 budget. If ready in '16 Exec will support supplementing budget

All R/F staff time budgeted under 169100 and NR staff time budgeted in NR cost centers

Transfers to pictometry, TMDL, parcels zeroed out for 2016

169100 does **not** include staff costs for new technician

NPDES 2015 Adjusted (42K Contract, 5K ROW, 70K Capital)

NPDES 2016 Adjusted (25K ROW, 153K Operations @15%)

Storm Water Transfer reduced by \$136.7k and \$139k - Amount they were positive for 2015, 2016. Additionally reduced by REET Wage Billings (to PBB) of 180K less 50K budgeted Net 130K

Natural Resources Additional Service Requests (in addition to base budget shown above):

Outreach and education coordinat \$ 93,765 salary and benefits

WSU Extension Outreach and Ex \$ 25,000 transfer to WSU

Marine Resources Committee Co \$- 0.7 FTE salary and benefits (grant-funded) and included in base budget (convert position to permanent FTE)

\$ 118,765



WRIA 1 Watershed Management Project Planning Unit Caucus
Annual Update Questionnaire
May 2015

NAME OF CAUCUS:

Non-Government Water Systems

Caucus composition

1) What groups are currently being represented by your caucus?

All Group A and Group B public water systems, as defined by the WA state Dept of Health, located within the geographic boundaries of WRIA 1.

2) How has the caucus integrated new members?

All Group A and Group B public water systems in WRIA 1 are eligible to participate in the caucus, and each member had access to a web page that provided updates on caucus efforts and means to participate. New members were provided an information packet outlining the work of the caucus and the Planning Unit to date, via the same web page.

The caucus holds annual meetings to which all members are invited.

Due to lack of funding, the caucus steering committee has not undertaken such mailings yet in 2015, and the web page is no longer available.

3) Does your caucus utilize a steering committee? If so, please indicate the current membership of the committee.

The caucus steering committee role is performed by the Whatcom Water Systems Caucus (WWSC), a Washington registered not-for-profit corporation WWSC has adopted bylaws, last updated in 2013, detailing the scope of responsibility of the WWSC board, and membership in the group.

Current officers:

Larry Helm, President
Judy Slotemaker, Treasurer
Klaus Klix, Secretary
Andy Ross, board member
Dave Schweigert, board member

4) Please estimate the number of current members of your caucus.

300-plus non-government water systems; the number fluctuates from time to time as some water systems merge with others, and new ones are created. For a detailed list, please visit the DOH website.

Caucus Representative

- 1) Have your representatives or alternates changed from those indicated on the WRIA 1 website? If so, please indicate this new contact information.**

No changes as of the date of filing of this update.

- 2) Please describe the means of communication between the representative and the caucus. (e.g. meetings, phone, e-mail, newsletter, etc.), and the frequency of communication.**

WWSC maintains email list, plus official mailing list from WA DOH. Mailings are sent out to members announcing annual meetings, which mailings include a newsletter update. Such newsletters are mailed out quarterly, semi-annually, or annually, depending on the availability of funds.

Due to lack of funding, the caucus steering committee has not undertaken such mailings yet in 2015.

- 3) Please describe the communication structure used to assure that the representative is speaking on behalf of the constituency.**

Annual meetings; quarterly meetings; web site, emails, online surveys, and informal discussions with active members, plus outreach to other members when time and funds permit. At present, no funds exist so communication with members is informal.

- 4) How do you keep the constituency informed about Planning Unit meetings discussions and seek their advice and comments?**

Annual meetings; quarterly meetings; online surveys, emails. At present, no funds exist so communication with members is informal.

- 5) How regularly do you meet? Please indicate the total number of meetings of the caucus held in the first year. If you have a steering committee, please also indicate the number of meetings held by that group during the first year.**

The caucus usually holds a membership meeting at least annually, if not quarterly, depending on availability of funds.

Caucus annual meetings took place in 2013 and 2014. Caucus has had no funding to hold an annual meeting this year.

The steering committee meets on an as-needed basis; sometimes monthly, sometimes more often, other times, less, depending upon workload and other factors.

CAUCUS INVOICE

Date: August 26 2015

Caucus **Non-Government Water Systems**

Contact: LARRY HELM

Contractor Information:

Name: Catalyst Consulting

Address: 336 36th Street #144

City,State,Zip: Bellingham, WA 98225

Phone: 360 588 2454

Email: cdl@catalyst-consulting.com

Please check all applicable categories of support included on this invoice and please attach original contractor invoice(s).

| Check One | Inv Amount | Category Description |
|-----------|------------|----------------------|
|-----------|------------|----------------------|

- | | | |
|--------------------------|--------------------|---|
| <input type="checkbox"/> | \$ _____ | 1. Administration/communication costs (i.e., telephone, e-mail, etc). |
| <input type="checkbox"/> | \$ <u>350.00</u> | 2. Facilities for caucus meetings and/or, where required, facilitators for caucus meetings. |
| <input type="checkbox"/> | \$ <u>1,690.00</u> | 3. Development of public information and education materials for caucuses that support the development of the Watershed Plan. |

Total \$ 2,040.00

I, the undersigned, do hereby certify that the materials have been furnished, the services rendered, or the labor performed as described herein, and that the claim is a just, due and unpaid obligation against Whatcom County, and that I am authorized to authenticate and certify said claim.

Signed Larry Helm

LARRY HELM
Print Name

Dated this 8 Day of 26 2015

LETTER OF AGREEMENT

WHEREAS, Whatcom County agrees to provide funding for the purpose of caucus support, to fund such qualified activities as will enable caucus members to better perform caucus duties in the course of the Planning Unit functions related to the WRIA #1 Watershed Management Project; and

WHEREAS, for the purpose of conducting business with Whatcom County, each Caucus shall designate one individual to be its representative; and

WHEREAS, it is agreed that Whatcom County will provide funding up to but not exceeding the amount of **Nine Thousand Seven Hundred Twenty (\$9,720.00)**; and

WHEREAS, the **Non-Government Water Systems Caucus** hereby designates LARRY HELM to act as its representative for the purpose stated herein; and

WHEREAS, the caucus representative will oversee the work of the caucus support provider, and will verify the adequacy and accuracy of the invoices submitted to the County by the caucus support provider; and

WHEREAS, a copy of the contract between Whatcom County and the caucus support provider for **Non-Government Water Systems Caucus** is attached hereto as Exhibit A;

NOW, THEREFORE, it is agreed by the undersigned that he/she undertakes the responsibility to conduct all transactions with Whatcom County and the caucus support provider on behalf of the **Non-Government Water Systems Caucus** as stipulated and allowed for in the WRIA 1 Watershed Management Project Participant Assistance Policy (Exhibit A) and the Whatcom County Purchasing Policy (Exhibit B).

WATER ASSOCIATION
(NON-GOVERNMENT)

CAUCUS

LARRY HELM
Caucus Designee Signature

LARRY HELM
Name printed

8/26/2015
Date

WHATCOM COUNTY

Signature

Name printed

Date

NGWS Operating Budget July-Dec 2015

Element 1: Organization and Administration

| NGWS Steering Committee meetings | Hours | Rate | Total | Payee |
|---------------------------------------|--------------|-----------|--------------|-----------------|
| CSP updates to WWSC Board | 4 | \$60 | \$240 | CSP |
| Board member reimbursement for milage | Members 4 | Mtgs 4 | Rate \$25 | NGWS Bd Mbrs |
| | | | \$400 | |

Element 2: Membership Recruitment

| | | | | |
|--|--------------|----------------|--------------|-----------------|
| Presentation text and Power Point | Hours 6 | Rate \$60 | \$360 | CSP |
| Travel to member board meetings | Members 2 | Mtgs 20 | Rate \$10 | NGWS Bd Mbrs |
| | | | \$400 | |
| Brochures, educational and promotional | Count 25 | \$/unit \$1 | \$25 | Vendor |

Element 3: Member communications

Annual Membership Meetings

| | | | | |
|--|---|-------|-------|-------------|
| Newspaper ads placement | 4 | \$100 | \$400 | Vendor |
| Ad composition | 2 | \$60 | \$120 | CSP |
| Space rental | 1 | \$75 | \$75 | Vendor |
| Hardcopy materials for distribution to members | | | | |
| Composition | 5 | \$60 | \$300 | CSP |
| Reproduction (average 5 pages @ .10 page) | | 50 | \$1 | \$25 Vendor |

Caucus Web Site with Social Media

| | | | | |
|--------------------------------------|-------------|--------------|-------|-------------|
| Site Design and Development | Hours 16 | Rate \$60 | \$960 | CSP |
| | | Months | | |
| Domain Name Registration and Hosting | | \$20 | 4 | \$80 Vendor |
| Uploading/Posting Updates | 2 | \$60 | 4 | \$480 CSP |
| Site Maintenance & Admin | 2 | \$60 | 4 | \$480 CSP |

Email updates

| | | | | |
|---|---|------|-------|-----------|
| Software (Constant Contact or equivalent) | | | \$200 | Vendor |
| Write and post updates | 2 | \$60 | 4 | \$480 CSP |

Hardcopy Newsletter/Annual Meeting Notice

| | | | | |
|---------------------------------------|-----|--------|-------|--------|
| Write and edit newsletter | 4 | \$60 | \$240 | CSP |
| Print 4-page newsletter | 300 | \$0.25 | \$75 | Vendor |
| Bulk Rate Postage Permit | | \$100 | \$100 | Vendor |
| Postage Bulk Rate for 300 newsletters | | | \$320 | Vendor |

Element 4: WRIA 1 Watershed Management Project

| | Hrs/mo | Mos | Rate/hr | |
|---|--------|-----|---------|-------------|
| Review WRIA 1 documents | 6 | 4 | \$60 | \$1,440 CSP |
| Prepare submissions to WRIA 1 PU and Committees | 8 | 4 | \$60 | \$1,920 CSP |
| Prepare reports to NGWS Caucus Steering Cmte | 4 | 4 | \$60 | \$960 CSP |

TOTAL, All Four Elements:

\$9,720

WRIA 1 Watershed Management Project Caucus Support Application

To be considered for assistance, each caucus must submit an application. Applications will be evaluated on the basis of the criteria set out in the Participant Assistance Policy. To assist with the evaluation, caucuses are requested to include the following information in their applications. Please provide additional relevant information.

PLEASE INCLUDE:

Non-Government Water Systems

NAME OF CAUCUS

DATE OF APPLICATION

REPRESENTATIVE

ADDRESS

TELEPHONE

FAX NUMBER

E-MAIL ADDRESS

Criteria 1: INABILITY TO EFFECTIVELY REPRESENT CAUCUS INTERESTS DUE TO FINANCIAL LIMITATIONS

- 1) Are caucus expenses presently being covered? Do you have access to phone/fax/e-mail/mail services for the purpose of caucus communication?

Caucus has no funds at this time. The steering committee volunteers its time, some equipment and some materials to maintain a minimal level of service to members. The contract service provider hosted a page on its website, but that is no longer available. The caucus seeks funding necessary to begin re-constituting itself, and eventually thereby move toward self-sufficiency based on member donations.

- 2) What resources are available to your caucus and the caucuses' member organizations (including monies from a tax base, membership dues, revenues generated from commercial interests or fund raising proceeds)? Please explain why these resources will not allow effective participation of caucus interest.

The caucus has no funds available at this time and requires the sums requested in order to function. Non-government systems have no tax base. Membership dues and donations have fallen to near zero in the four-year hiatus of Planning Unit. To hold some kind of fundraising event, or even a membership meeting, would require funds that are currently unavailable.

The caucus membership needs to be rebuilt, by demonstrating that the Planning Unit is worth being involved in, and conveying that information to the caucus membership in an effective manner, via multiple channels (mail, email, website, meetings etc.). The caucus steering committee has worked hard to contribute to the former, but now needs help in doing the latter.

Criteria 2: EFFICIENT AND EFFECTIVE USE OF ASSISTANCE

Please answer the following question regarding your need for assistance.

[NOTE: In addition to answering these questions an itemized budget must be submitted.]

- 1) To what uses will the assistance be put?

Caucus rebuilding:

Website domain registration, site development and updating.

Member participation recruitment via email, mail, website, membership meetings, and direct outreach to members via site visits

Membership services:

Newsletter updates

Assistance with individual system issues

Timely processing of member input on WRIA issues

Presentations at caucus board of directors meetings

WRIA 1 document processing: PPA, Work Plan, committee reports, etc., convey to members and process member feedback.

For details, see WWSC proposed budget for remainder of 2015., attached hereto as Attachment A.

- 2) Who will receive the assistance?

The caucus steering committee members will receive some compensation for out-of-pocket expenses; vendors will be paid for hard costs, and a contract service provider's compensation will make up the balance. The contract with the service provider is attached hereto as Attachment B.

- 3) How will the assistance requested enable more effective representation; specifically how will better communication within the caucus be achieved?

Membership outreach, recruitment, meetings and updates require web site, email, and printing and postage for newsletters and meeting announcements.

Also will conduct workshops on WRIA 1 technical work. By these means caucus members can be kept up to date and can provide input to the caucus steering committee via online surveys, emails, and blog posts on the caucus website.

- 4) What attempts have been made to minimize assistance required?

Professional management to ensure caucus activities are accomplished in the simplest, quickest, and most cost-effective manner, in a process of continuous improvement.

Criteria 3: DEMONSTRATED COMMITMENT

Please explain below what resources have been contributed by the caucuses' member organizations. Describe attempts to raise funds from other sources (including supporting information such as copies of membership donation letters, grant applications to and responses from foundations and other granting bodies, etc.) ***Please attach relevant documentation.***

The in past, in-kind donations from caucus members has included the following
(but these funds are exhausted):

Printing and postage

Mileage

Office space and office equipment

Please attach the following information,

- Annual Update Questionnaire attached hereto as Attachment C.

Criteria 4: *FINANCIAL ACCOUNTABILITY*

Please include below the name and contact information of an individual or legal entity (e.g. registered non-profit organization or corporation) with whom the County can enter into a contract and who will be the sole point of contact regarding assistance for the period covered by this application:

LARRY HERM
NAME

ADDRESS 2660 E 2/ST TERRACE, BELLINGHAM, WA 98226

TELEPHONE 360-961-9584 (cell) FAX NUMBER _____

E-MAIL ADDRESS LarMsha@earthlink.net

PROFESSIONAL SERVICES CONTRACT

THIS AGREEMENT is entered into this 16th day of April, 2013 by and between Whatcom Water Systems Caucus, a Washington not-for-profit corporation, acting in its capacity as the Non-Government Water Systems Caucus of the WRIA 1 Watershed Planning Unit ("Client") and Catalyst Consulting, a Washington sole proprietorship, C. H. Richards, proprietor, ("Contractor").

WHEREAS, Client is engaged in lawful business activities requiring a number of related services, including policy and regulatory research and project management; and

WHEREAS, Contractor is willing and able to assist Client by providing such services,

NOW, THEREFORE, in consideration of the mutual promises as hereinafter contained, the parties hereby agree as follows:

1. **SERVICES TO BE PERFORMED:** Contractor shall perform for Client services including, but not necessarily limited to, those specified in the addendum to this contract labeled Attachment A. Contractor shall perform said services using tools, materials, methods, techniques and processes of Contractor's choice. At no time shall Contractor assume a position of authority over personnel in any of Client's businesses nor shall such personnel assume a position of authority over Contractor.

2. **INDEPENDENT CONTRACTOR:** Contractor is not an employee, agent, or representative of Client, but an independent contractor solely responsible for contractor's acts, and this Agreement shall not be construed as an agreement for employment.

3. **TAXES:** Contractor shall be solely responsible for paying any and all taxes, license fees, and other governmental obligations including, but not limited to, Federal, State and local income taxes and social security self-employment tax. Contractor shall, by a means consistent with Contractor's right to personal privacy, enable Client to report Contractor's social security number to government agencies requiring same.

4. **LIABILITY AND INDEMNITY:** Contractor assumes all legal liability resulting from actions undertaken while in the performance of services for Client, and agrees to personally indemnify and hold Client harmless against any and all claims, costs, liabilities, losses, damages and expenses (including attorney fees) arising from or connected with, directly or indirectly, said actions. Contractor hereby agrees to refrain from any misrepresentations of Client or Client's services or positions on issues, and hereby accepts any liability resulting therefrom, whether said misrepresentation is deliberate or inadvertent. Contractor shall not be held liable to Client, or to anyone who may claim any right due to any relationship with Client, for any acts or omissions in the performance of services of Contractor or on the part of agents or employees of Contractor, except when such acts or omissions by Contractor are due to willful misconduct or gross negligence on Contractor's part.

5. **COMPENSATION:** Client agrees to compensate Contractor according to the rates and terms included in Attachment B attached hereto.

6. **SCHEDULE OF PAYMENT:** Client shall tender each payment to Contractor no later than by the tenth of the month subsequent to Contractor's submission of an itemized statement for services rendered. Said statements shall be presented according to the schedule provided in Article 5 of this contract.

7. **MUTUAL CONFIDENTIALITY:** Contractor agrees to communicate the nature and results of Contractor's Work for Client, and any and all of Contractor's knowledge of Client's personal and business activities with absolutely no one, other than those to whom such communication is necessary to enable performance of Contractor's duties as provided for herein, unless specifically directed by Client to do so. Further, Client agrees to communicate the nature and results of Contractor's work on behalf of Client to no one.

8. **TERMINATION:** Should Client find deficiencies in Contractor's performance, Client shall explicitly notify Contractor of the nature and extent of said deficiencies, and give Contractor reasonable time to correct same, and guidance and aid for so doing; provided, however, that should Contractor engage in gross misconduct which could have injurious results to Client, Client shall have the right to terminate this Agreement without prior notice. Failure of Contractor to heed any deficiency notices provided by Client shall constitute gross misconduct. Should Client terminate Contractor's services, Client shall immediately pay to Contractor any balance due for services rendered subsequent to Contractor's last payment. Contractor shall have the right to terminate this Agreement with ONE HUNDRED TWENTY (120) days written notice to Client.

9. **ENTIRE AGREEMENT:** This Agreement contains the entire agreement between the parties hereto relating to the transactions contemplated hereby, and any and all prior or contemporaneous agreements, understandings, representations and statements, oral or written, are merged herein.

10. **MODIFICATION:** No modification, waiver, amendment, discharge or change of this Agreement shall be valid unless the same is in writing and signed by all parties to this Agreement.

11. **ATTORNEY'S FEES:** In the event either party to this Agreement commences litigation for the judicial interpretation, enforcement, termination, cancellation or rescission hereof, or for damages for the breach hereof, then, in addition to any or all other relief awarded in such litigation, the prevailing party therein shall be entitled to a judgment against the other for an amount equal to reasonable attorney's fees and court and other costs incurred.

12. CHOICE OF LAW: This Agreement shall be construed and enforced in accordance with the laws of the State of Washington. The parties herein waive trial by jury and agree to submit to the personal jurisdiction located in Whatcom County, State of Washington. No action shall be entertained by said court or any court of competent jurisdiction if filed more than one year subsequent to the date the cause(s) of action occurred regardless of whether damages were otherwise as of said time calculable.

14. SEVERABILITY: In the event any term, covenant, condition, provision or agreement herein contained is held to be invalid, void or otherwise unenforceable by any court of competent jurisdiction, the remaining provisions of this agreement shall nevertheless be binding with the same effect as though the void parts were deleted.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written

CONTRACTOR:

CLIENT:

By:

By:

ATTACHMENT A
TO CONTRACT FOR PROFESSIONAL SERVICES

The scope of services includes but is not necessarily limited to the following:

Representative to the WRIA 1 Watershed Planning Unit, Technical Teams, and any other subcommittees formed by the Planning Unit, and any other activities undertaken by the Planning Unit, which includes the duties of:

Writing, Editing, and Reviewing WRIA 1 Watershed Planning Documents

Attend meetings of the WRIA 1 Watershed Planning Unit and any and all subcommittees thereof

Attend all other functions and events undertaken by the WRIA 1 Watershed Management Project.

Web page establishment, development and posting

Register domain; secure host; transfer materials from existing site

Monitoring water legislation in Olympia

Monitoring relevant federal legislation and relevant federal and state case law

Monitoring WA DOH regulatory activities for water systems

Liaison with other WRIA 1 caucuses.

Resolving water use and other conflicts with other types of water systems, including Ferndale

Reporting on all the above to WWSC Board

Attending WWSC Board Meetings

Presentations to interested parties on water policy topics

ATTACHMENT B
TO CONTRACT FOR PROFESSIONAL SERVICES

Compensation Schedule: The nominal rate for Contractor compensations shall be \$60.00 per hour. Some discrete projects or project components may be compensated on a piece rate per-project basis, as negotiated from time to time between Contractor and Client.

WRIA 1 Watershed Management Project Participant Assistance Policy

Background

The WRIA 1 Watershed Management Project provides a framework for the local community to identify the nature and extent of water resource issues within Whatcom County and to develop a management strategy that meets local needs and interests. Local community involvement is critical to the success of the project. A variety of avenues have been established and used to provide opportunities for local involvement. One such avenue is through the formation of the Planning Unit that is largely composed of caucuses representing diverse water interests. In order for these caucuses to effectively represent their constituency, varying degrees of resources are needed. Some caucuses may need extensive support, others may require minimal support. While some support has been provided through in-kind services and grant funding is being pursued, additional, on-going, reliable support is still needed.

Goal

Support for non-governmental caucuses to communicate with their members and to develop educational information to distribute to caucus members so that the needs of each caucus are integrated into the Watershed Planning process.

Policy

Participant assistance is intended to support caucus information exchange and input during implementation of the WRIA 1 Watershed Management Plan. Where a caucus is unable to effectively represent its interests due to financial limitations, the County will provide available assistance, as available.

Eligible expenses

Whatcom County will provide funding to needy caucus members through an application process. Currently \$10,000 is provided in the 2015 budget for caucus support. Whatcom County will help support activities that include,

- 1) Administration/communication costs (e.g. copying, postage, mailings, telephone, fax, e-mail, etc.) within an approved budget to organize caucus meetings.
- 2) Facilities for caucus meetings and/or, where required, facilitators for caucus meetings.
- 3) Development of public information and education materials for caucuses that support implementation and/or update of the Watershed Plan.

Eligibility for Assistance

To be considered for assistance, each caucus must submit an application. Applications will be evaluated on the basis of the following criteria:

1) Inability to effectively represent caucus interests due to financial limitations.

Assistance is given on the basis of demonstrated need. Applications must include a statement outlining all resources available to the caucus and the caucuses' member organizations (including monies from a tax base, membership dues, revenues generated from commercial interests, or fund raising proceeds) and a clear explanation of why existing caucus resources will not allow effective representation of caucus interests.

2) Demonstration of efficient and effective use of assistance

Applications must contain a clear and reasoned budget, and must outline uses to which assistance will be put, who will receive assistance, how assistance will address issues identified under criterion number (1) above, including how communication within the caucus will be achieved, and what attempts were made to minimize assistance required.

3) Demonstrated commitment

Applications must outline resources contributed by the caucuses' member organizations. In addition, the following conditions must be met:

- Attendance at Planning Unit Meetings – The caucus must be represented at Planning Unit Meetings by their representative or designated alternate(s)
- Submittal of Annual Update Questionnaire – Each caucus receiving funds must submit a completed Caucus Questionnaire, annually. The purpose of the questionnaire is to confirm that caucuses include all “stakeholders” in WRIA 1 who associate themselves with the issues and interest of that caucus. It is also important to confirm that caucus representatives accurately represent the views of the group and are accountable to that group.
- Semi-Annual Communication with Members – Caucuses must provide a minimum of a semi-annual update to caucus members.
- Semi – annual Forum – Each caucus receiving funds must provide a minimum of a semi-annual forum for meeting directly with caucus members.

Financial accountability

Applications must identify an individual or legal entity (e.g. a registered non-profit organization or corporation) willing to enter into contract with the County. The individual or legal entity will be responsible for keeping records, providing original receipts to receive compensation for approved expenses, and will be the sole point of contact with County regarding assistance.

Administration

Appropriate deadlines for receipt of participant assistance applications will be established for each fiscal year so that prospective recipients can be evaluated relative to each other and decisions can be based on the total amount of assistance requested for the fiscal year.

Where an application is denied or denied in part, the County will provide written reasoning explaining how the criteria were applied and the rationale behind final decisions. Generally, caucuses receiving assistance will be reimbursed within thirty (30) days of receipt by the County of a monthly invoice for expenses approved in the budget. Original receipts are required for reimbursement.

**WHATCOM COUNTY
PUBLIC WORKS DEPARTMENT**

JEFFREY M. MONSEN, P.E.
Director



WATER RESOURCES DIVISION

FOREST STREET ANNEX
1000 N. Forest Street, Suite 203
Bellingham, WA 98225-5530

BRUCE M. ROLL, Ph.D., M.P.H.
Division Manager

To: Planning Unit Members

From: Bruce Roll, Water Resources Manager

Date: November 29, 2000

Re: Caucus Support

Background: During the July 18th work session, Council requested the WRIA County representative seek caucus support proposals from Planning Unit Caucuses. In accordance with this request the County representative requested caucus support proposals at the July 26th Planning Unit meeting. In addition, the Planning Unit also requested a Planning Unit subcommittee be established in order to facilitate a unified Planning Unit caucus support proposal for consideration at the September Planning Unit Meeting.

During the September Planning Unit Meeting, a unified Planning Unit Caucus support proposal was approved by the entire Planning Unit (with the Whatcom County Representative abstaining). In addition, Planning Unit members requested information regarding the next County Council Water Resource Session (October 17th) so that members of the Planning Unit members could attend and address the Council.

During the October 17th Water Work Session, Caucus members related their needs to Council. Council was unable provide unified direction during this work session.

During the October 24, Council Finance Committee requested the development of an application process for caucus support, which was approved by Council at the November 21st, County Council Water Resources Work Session. Caucus supported will be funded by \$50,000, which is in the approved 2001 budget. This application process does not support funding for technical support.

Council requested that applications be completed and forwarded to Bruce Roll by December 15th. Council will review applications in January 2001. In addition, Council requested that the progress of Caucus support be reviewed 4 months after implementation.

Please find enclosed a copy of the Participant Assistance Policy, Caucus Support Application and Planning Unit Caucus Annual Update Questionnaire. Please direct questions related to the Policy and application to Bruce Roll and direct questions to Mary Dumas or Rob Kelly regarding the Planning Unit Caucus Annual Update Questionnaire.