

**CHEHALIS BASIN PARTNERSHIP
STEERING TECHNICAL COMMITTEE MEETING SUMMARY
Washington Department of Fish and Wildlife Building
600 Capitol Way
Olympia, WA
August 2, 2007
9:30 AM**

Meeting Summary

MEMBERS PRESENT

Lee Napier, Grays Harbor County

Glen Connelly, Confederated Tribes of the Chehalis
Reservation

Kahle Jennings, City of Centralia

Kernen Lien, Lewis County

Terry Willis, Citizen, Grays Harbor County

Jim Hill, Citizen, Lewis County

Cheri Lindgren, Puget Sound Meeting Services

Chanele Holbrook-Shaw, Citizen, Thurston County

J. Roach, Citizen, Thurston County

Jerry Louthain, HDR

Announcements and Introductions

Kahle Jennings called the Chehalis Basin Partnership (CBP) Steering Technical Committee (STC) meeting to order at 9:45 a.m.

Meeting Agenda

Members reviewed the meeting agenda.

Review Proposed Amendment to Phase 4, Year 2 Contract

Lee Napier reported she is in the process of amending the Phase 4, Year 2 Contract. During the review of extending the contract date to October 1, 2007, she realized she should reduce the administration budget. She suggested reducing the budget for her time and allocating another \$10,000 towards Task 7 which relates to Interim Milestone 3.1. The plan is to partner with the City of Centralia to develop a pilot water rights mapping project and develop a Scope of Work (SOW) for the assessment.

Mr. Jennings expressed reservations about a water rights mapping project for the entire basin based on available funding and research requirements. The City of Centralia applied for water rights in the Skookumchuck River and will do some mapping in the Skookumchuck Basin. One option is to combine efforts (Centralia and CBP) to pursue a pilot project. The City of Centralia could cover costs exceeding the Partnership's estimated budget for the portion related to the water rights application process. The City is contracting with HDR for the Skookumchuck River water rights project and plans to do the minimum amount of mapping as necessary.

Mr. Lien reported Lewis County developed a water rights map. The map contains more than 9,000 records. Mr. Jennings said he supports allocating the funds (\$32,000) to refine the Lewis County water rights map. Mr. Lien conveyed that the Lewis County GIS shop might be interested. Mr. Jennings pointed out that a correlating table is needed. He said he could provide Lewis County with Centralia's work in the Skookumchuck.

Ms. Napier reviewed Interim Milestone 3.1. She asked for a lead to assist her with completing the work.

Jerry Louthain, HDR, arrived at the meeting.

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Mr. Lien indicated he will follow up with Lewis County Commissioners and the GIS Department, and report to the CBP and STC.

Ms. Napier asked Mr. Lien and/or Mr. Jennings to provide estimated costs for Fiscal Years (FY) 2008 and 2009. There is no guarantee funds will be carried over beyond FY 2009.

Discussion ensued about the Skookumchuck Basin project. Mr. Louthain reported HDR completed a similar project within the Skagit Basin.

Ms. Napier suggested updating the CBP about the proposal at its August meeting.

Discussion ensued about Thurston County Water Conservancy Board public hearings to consider water rights transfers to serve Grand Mound.

Review Proposed Scope of Work for Grant to Increase Planning Unit Support

Ms. Napier distributed two documents:

- WRIA 22-23 Chehalis Basin SOW for Year 2 of the Watershed Council (Legislative Appropriation)
- Ecology Grant G080XXXX Exhibit A-1, WRIA 22-23, Grays Harbor County, SOW

She reviewed the first handout and tasks and estimated costs for FY 2008 and 2009. Task 1, *Increase administrative capacity*, was changed slightly. There are no changes to Tasks 2 or 3. Related to Task 3, she said she plans to schedule a meeting with the Water Quality Committee to refine the subtasks. Task 4, *Analyze the connection between river flow and groundwater levels*, was amended based on recent input. The task begins to address hydraulic continuity issues. The two tasks are based on a SOW drafted by the US Geological Survey (USGS) that leads to arriving at a model. Approximately \$90,000 is allocated to begin the project. The goal is to complete some work and provide the Legislature with a status report for the next session. The Department of Ecology (DOE) will administer funds on behalf of the Partnership. USGS will conduct seepage measurements. USGS is ready to mobilize and conduct measurements in August. DOE and USGS are working to develop an agreement for seepage measurement work.

Chanele Holbrook-Shaw arrived.

Discussions are underway for USGS to assist the Partnership in developing another SOW for the larger project.

Mr. Jennings commented that conducting seepage measurements is weather dependent. At a July 24, 2007 meeting, USGS also committed to developing a SOW for the entire project (Phase 1, Data Collection and Phase 2, Modeling) by the end of 2007. However, the Partnership should not be paying for a SOW for the entire project. USGS presented it as what the agency could do for the Partnership rather than USGS charging for the work. Ms. Napier confirmed she will follow up.

Mr. Jennings reported HDR's SOW included the seepage run study and a technical report/analysis. He understood USGS could complete technical work on the seepage run study but not provide an analysis. The cost for an analysis is approximately \$35,000. He shared comments expressed to him by Mr. Craig. Discussion ensued about USGS matching funds.

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Mr. Hill offered that the Partnership could contract with HDR to conduct the analysis.

Members discussed ensuring USGS provides CBP with the data it needs and that the Partnership could withdraw if USGS is not meeting expectations. Mr. Louthain suggested clearly defining deliverables.

Mr. Jennings offered to follow up with DOE staff and Charles Pitz about providing some oversight related to the work and to help define the scope.

J. Roach arrived.

Ms. Willis said she'd like the opportunity to review the interagency agreement and SOW.

Ms. Napier indicated she will share additional details with DOE and USGS that includes engaging the Partnership prior to entering into a contract. Mr. Jennings commented that Mr. Craig and DOE are acting on the Partnership's behalf and not independently.

Ms. Napier reviewed Task 5, *Acquire data and administration of EDT model*. Grays Harbor College will administer the Ecosystem Diagnostic and Treatment (EDT) habitat model. Approximately \$90,000 is allocated to acquire data and pay Grays Harbor College for one year. The college will match the second year. She noted the budget item could be reduced. It is her understanding the US Army Corps of Engineers' Ecosystem Restoration project for the Chehalis Basin has \$100,000 this year to keep the project alive. She said she's requested the Corps allocate \$40,000 of the \$100,000 to purchase the EDT model. However, she is unsure of the status of the request.

Discussion ensued about model capabilities and limitations, whether the habitat work schedule and EDT are compatible, access to the model, and training. Ms. Napier said the Washington Department of Fish and Wildlife (WDFW) is asking lead entities to purchase licenses. She said she will have access as the coordinator and will ask for the college to also have access.

Members discussed the status of the Lewis County mitigation database project. Mr. Lien said Clark County picked up the project. The tracking system could easily be transferred to Lewis County. He indicated he could follow up with Rick Anderson from HDR.

Ms. Napier said DOE wants to contract the SOW for Year 2 as soon as possible. She plans to submit the SOW to DOE. DOE will prepare a contract. The contract can be amended in the future.

Committee members reviewed the second handout. Ms. Napier reported DOE developed a SOW in response to the STC's June proposal for three potential projects related to storage and water rights. DOE awarded \$45,000 of the \$60,000 requested to build administrative capacity. The Partnership could apply for additional funds at a later date.

Ms. Napier reported Mr. Craig translated the grant proposal into tasks. She explained how she modified the tasks slightly to reflect an emphasis on outreach and implementation of the watershed plan. Deliverables, work products for FY 2008 and 2009, and estimated costs for each budget element and task were reviewed.

Discussion ensued about outreach and outreach needs, hiring and/or contracting with an outreach specialist, and the potential to leverage resources. Ms. Napier emphasized the SOW and funding is strictly for administrative capacity. Approximately \$14,500 identified in an earlier SOW could be

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reserved solely for materials and supplies. The specialist will develop an outreach plan. DOE is ready to contract the work and is requesting a start date. She suggested an October start date.

Discuss Draft Job Description for Watershed Coordinator

STC members discussed a draft job description for a Watershed Coordinator. A question is whether the person will work part or full-time. Individuals expressing interest in the position will be provided a copy of the job description. Candidates will provide a Statement of Qualifications (SOQ) for consideration.

Discussion ensued about the selection process. Ms. Napier said she would likely assemble a review committee, develop questions, conduct interviews, and select a candidate. If it's not possible to narrow it down to one candidate, the top two could meet with the Partnership. Grays Harbor County will be responsible for advertising, completing referenced checks, and similar hiring actions.

Mr. Hill suggested Grays Harbor County might also want to do police background checks if the person works with children as part of outreach and/or public relations activities. Ms. Napier said she will follow up.

Members reviewed the difference between the project manager (Ms. Napier) and fiscal agent (Grays Harbor County), and supervision of the Watershed Coordinator. Ms. Napier noted the job description specifies that the Watershed Coordinator will be directed by the CBP and Project Manager to complete tasks. Mr. Jennings suggested replacing "and" with "through the" within the first sentence of the last paragraph on page 2, strike "members of" within the second sentence of the job description paragraph on page 1, and strike "Although directed and supervised by the CBP" from the second sentence within the last paragraph on page 2.

Ms. Napier said the Partnership is anticipating a final job description for review at its August meeting. She outlined possible advertising publications including legal newspapers for each jurisdiction, Daily Journal of Commerce, clipping services, and possibly list serves such as the Chehalis River Council.

Mr. Roach suggested adding the words "public and private" between "and" and "organizations" within the last sentence of the job description paragraph.

Discussion ensued about identifying a salary. Ms. Napier said the legal notice probably wouldn't contain a salary since potential candidates will provide a SOQ. Negotiations with the selected individual(s) will determine the cost of the contract.

Discussion ensued about administrative support for the Watershed Coordinator followed. Ms. Napier said the person filling the position is expected to cover most expenses including copying costs, postage, meeting supplies, mileage, and so on. Mr. Roach commented that the costs could be substantial. Ms. Napier noted there is approximately \$14,000 allocated for outreach materials in the Phase 4, Year 2 grant. The Watershed Coordinator would have some access to those funds for outreach purposes. DOE and/or Grays Harbor County covers costs associated with CBP materials. Most mailings are distributed electronically.

Ms. Willis indicated an organization could apply to fill the position versus an individual.

Discussion followed about start up costs, coordinating tasks, oversight, and deliverables.

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Mr. Roach said a degree is not necessary. Ms. Willis noted the list refers to “recommended qualifications.”

Ms. Napier indicated she would incorporate changes suggested by the committee. A draft job description will be presented to the Partnership at its August meeting.

Citizen Advisory Committee Roles and Responsibilities

The committee agreed to defer further discussion of Citizen Advisory Committee (CAC) roles and responsibilities until the Watershed Coordinator is hired.

Discuss Next Steps Regarding Organizational Structure

Ms. Napier reported Bill Jarocki facilitated a discussion about organizational structure at the Partnership’s June meeting. Discussions focused on a nonprofit. The CBP asked the STC to discuss the matter further. A majority of STC members volunteered to serve on a committee and talk about organizational structure options. She was asked to invite Mr. Jarocki to discuss the issue with the STC.

Mr. Hill said additional information about structure options is important.

Mr. Jennings acknowledged he offered to research organizational structures by watershed. However, he has not completed the research. Mr. Connelly said he volunteered to work with Mr. Jennings.

Ms. Willis reported Mr. Jarocki determined that nonprofit governance was appropriate, which led to a one-sided discussion with the Partnership. She said she was disappointed that Mr. Jarocki did not present options for evaluation and decision making purposes. She suggested that he broaden the scope and elaborate on how he came to his decision.

Discussion ensued about advantages of nonprofits, potential nonprofit sponsors, key differences between 501, 501(c), and 501(c)(3) organizations, other known nonprofits, flood control districts, the coastal region, and the legality of lobbying the Legislature.

Mr. Jennings commented that he is uncomfortable delegating lobbying tasks to the Watershed Coordinator. Ms. Napier said the Watershed Coordinator will not independently approach the Legislature without the Partnership’s consent.

Mr. Jennings said he preferred completing the organizational structure research and presenting it to the STC before inviting Mr. Jarocki to attend a meeting.

Floodplain Issues Based on Article Published in *The Olympian* (June 28, 2007)

Mr. Hill said the floodplain issue based on an article published in *The Olympian* was addressed at the June STC meeting. He and Mr. Jennings attended a Washington State Department of Transportation (WSDOT) meeting. At the meeting, Mr. Jennings suggested WSDOT should be advised of people downstream. The Partnership should be involved in the transportation/floodplain discussion.

Mr. Jennings explained since the 1996 flooding on I-5, millions of dollars have been spent on flood planning. The proposal that came forward consisted of a series of setback levies that included an expandable rubber weir on the Skookumchuck Dam to store water. Public hearings were held. There was debate over the proposed alternatives and a lack of consensus about a final approved approach. Centralia and Chehalis pulled out because the jurisdictions were asked to basically sign a blank check. Costs to implement the project are unknown. The two cities wrote a letter stating their position. Lewis County

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sent a letter to the US Army Corps of Engineers in Seattle. Cowlitz River flooding this past year resulted in significant damage. After touring the Cowlitz flood area, Governor Gregoire appointed a special representative to contact locals in the Chehalis Basin about flood control.

WSDOT has a phased, multi-billion dollar project that spans 15 years to widen I-5 to three lanes in each direction from Maytown to Clark County. There are local arguments and debates about how to proceed. Mr. Jennings outlined local transportation issues. The Governor's special representative met with a recently formed transportation coalition in July. The representative conveyed the Governor is not here to solve the commerce issue associated with closure of I-5, but is interested in a solution that will benefit the communities. Renewed interest about flooding issues at the local level has led to recent elevated discussions.

Conversation followed about the Chehalis Basin intergovernmental agreement and potential flood mitigation programs.

Mr. Louthain briefed the committee about floodway, floodplain, and floodway fringe management, and Federal Emergency Management Agency (FEMA) requirements. WSDOT is not planning to build the interstate above levels to protect the roadway from flooding. A strategy involves levies around the Centralia and Chehalis area.

Mr. Jennings noted the last piece slated for improvement is the section of I-5 between Harrison Avenue and Chamber Way where flooding occurred.

Discussion ensued about a Flood Control Executive Committee and the Partnership's role in ongoing discussions.

CBP Agenda

Members drafted an agenda for the Partnership's August 24, 2007 meeting:

- Salmon Recovery Funding Board (SRFB) ranked project list
- Consider an amendment to the Detailed Implementation Plan (DIP) to add Interim Milestone 3.5
- USGS briefing about seepage measurements and SOW
- Watershed Coordinator job description
- Provide an overview of contract work plans in place and identified deliverables, tasks, and status
- Festival update

Discussion followed about the Confederated Tribes of the Chehalis Basin briefing the Partnership about the Great Wolf Lodge project at a future meeting. Mr. Connelly offered to follow up on the request.

Mr. Hill suggested inviting Cascadia Energy Corporation to provide a status report about exploring natural gas opportunities within the watershed.

Conversation about providing the Legislature with a status report of watershed activities followed.

Adjournment

With no further business, Mr. Jennings adjourned the meeting at 12:22 p.m.

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Prepared by Cheri Lindgren, Recording Secretary
Puget Sound Meeting Services