

Meeting Summary
WRIA 54 - Lower Spokane River Watershed
October 28, 2009

Location: Airway Heights Community Center, Airway Heights, WA.

Planning Unit members and guests in attendance / recorded on the sign-in sheet were:

Mike Hermanson, Spokane County	Mike Hamilton, WA DNR
Rob Lindsay, Spokane County	Bill Rickard, City of Spokane
Bryan St. Clair, City of Airway Heights	Rusty Post, WA State Dept. of Ecology
Charlie Kessler, Stevens County Conservation District	Mike McCollum, Citizen, Cheney
Charlie Peterson, Spokane County Conservation District	Dick Price, Stevens County PUD#1
Dinah Reed, Masters Student, Eastern Washington University	Lloyd Brewer, City of Spokane
Craig Volosing, Landowner and Palisades Neighborhood	Cynthia Carlstad, TetraTech
Jeanne Barnes, Spokane Association of Realtors and Lake Spokane Park Homeowners Association	

Call to Order

Cynthia Carlstad opened the meeting at 10:00 am. Attendees introduced themselves. Cynthia requested that each attendee complete the sign-in sheet.

Moving Forward With Facilitation

With Bryony's departure from Golder Associates, the facilitation role for WRIA 54 has to be reconfigured. Cynthia explained the new facilitation procedure. She will be handling the meeting facilitation, as well as taking the lead on the development of the Detailed Implementation Plan. The meeting announcement distribution and all communications will now be from Cynthia. If you have any questions or items to be brought forward, she will be the point of contact.

Public Comment

- Charlie Kessler announced that the Stevens County Conservation District is applying for a Department of Ecology grant for water quality and educational work focused on the Suncrest area. The grant application is due December 1, 2009.
- Lloyd Brewer informed the group that the City of Spokane's water conservation program has had the following participation numbers so far:
 - Turf replacement (participants receive \$100 for removal of 1000 square feet of turf) – 10
 - 78 toilet replacements
 - 113 washing machine replacements
 - Upgrading irrigation systems at one fire station on South Hill
- Rob Lindsay announced that Spokane County's water conservation rebate program has had some participation, and the County is still working to get the word out to residents. They will also begin to focus on multifamily housing and school districts. The County does not have a turf replacement program.

WRIA 54 Watershed Plan – Update on Plan Approval and Adoption

Mike Hermanson updated the Planning Unit on Plan approval and adoption:

- First Planning Unit approval (with adjudication recommendation removed) – August 5, 2009
- Second Planning Unit approval – August 10, 2009
- Spokane County Public Hearing – September 8, 2009

- Stevens County Public Hearing – September 21, 2009
- Lincoln County Hearing – September 21, 2009
- Joint Meeting of County Commissioners from all three counties – October 22, 2009

The WRIA 54 Watershed Plan was formally adopted by Spokane, Stevens, and Lincoln Counties on October 22, 2009. There was a unanimous consent to adopt the plan. Rob Lindsay reported that a number of Planning Unit members were at the joint meeting. Rusty Post commented that he was very impressed that all the commissioners at the October 22 joint meeting appeared to be very supportive of the Watershed Plan and complimented the Planning Unit on its hard work. Craig Volosing noted a celebratory atmosphere at the meeting. Rob announced that the Planning Unit had received preauthorization from Ecology to initiate Phase IV Implementation beginning October 23, 2009.

Q: (Bill Rickard) In the past the County Commissioners have gotten together and approved with only certain conditions. Were there any conditions?

A: There were no conditions or anything implied towards obligations or cautions. Everybody was very supportive. There was almost a little sense of celebration. Remarkably positive.

Phase IV

Rob Lindsay explained the entire consultant selection process for WRIA 54 Phase IV. The County published a Request for Proposal for Phase IV Services; the Tetra Tech team was the only response received by Spokane County. Because of this, and because the Tetra Tech team was determined to be qualified for the services requested, they were selected as the consultant on this project.

This meeting was an orientation discussion of generalities and some specifics about Phase IV. Cynthia explained to the group that the intent laid out in the WRIA's Phase IV grant is to continue the Phase III approach of identifying high priority recommendations, identifying project leads, and developing more specifics so the recommendation is ready to be implemented. This approach means that while all recommendations will be prioritized, not all recommendations will be fleshed out in detail. This approach also relies on Planning Unit members committing themselves or their organization to take lead on specific recommendations. The benefit will be an uninterrupted transition to implementing projects. This should be a less daunting task than in neighboring watersheds where their watershed plans have well over 100 recommendations: The WRIA 54 Watershed Plan has 57 recommendations. Next month the plan is to start in on prioritization.

Scope of Work for Phase IV

Mike Hermanson provided an overview of current funding:

- First, WRIA 54 received a total of \$100,000 for its first year of Phase IV. Of that, \$70,000 was allocated for this fiscal year (which ends June 30, 2009) and \$30,000 for the next fiscal year (which ends June 30, 2010). Year Two the group would be eligible to apply for another \$100,000. This funding source requires a 10% match.
- Second, in addition to the \$100,000 Phase IV grant, the Planning Unit received \$39,000 for a planning unit support grant. This was funding that had been unspent somewhere else in the state during last fiscal year, and now could be re-appropriated. There is no match requirement for this funding source.
- Third, WRIA 54 is still eligible for another \$30,000 planning unit support grant during the 2009-2011 biennium. There is a 100% match requirement for this funding source.

Cynthia Carlstad talked the Planning Unit through the Phase IV grant scope of work:

- The grant is divided into three main categories.
 - One, examining the organization structure of the planning unit.
 - Second, prioritizing the recommendations that are contained in the WRIA 54 plan,
 - Third, developing the Detailed Implementation Plan.
- Task 1: Project Administration. This task includes all the areas of grant administration and reporting, contract administration, and other lead agency responsibilities associated with supporting the work of the Planning Unit.
- Task 2: Meeting Facilitation. Six planning unit meetings and two workshops are funded.
- Task 3: Develop Organizational Structure. This task examines and recommends an organizational structure for the planning unit as it moves through Phase IV and beyond. Often Planning Units continue, or transition in name to a “Watershed Implementation Team”, but there are other possibilities, including the Watershed Partnership structure used in WRIA 59. During Phase III, some Planning Unit members voiced their desire to consider other governance structures. If there is still interest in this, we will form a subcommittee to conduct an analysis and make a recommendation to the Planning Unit.
- Task 4: Prioritization. Prioritizing the recommendations and obligations that are in the watershed plan - this will be the first order of business for us as a group.
- Task 5: High Priority Plan Development. This task funds development of Project Plans for high priority recommendations. After the Watershed Plan recommendations/obligations are prioritized, individuals or groups may volunteer to take the lead role in developing a project plan. Mike Hermanson provided an example of what a project plan might look like as a handout. These project plans will form the core of the Detailed Implementation Plan and will truly make these projects “ready to go”. A portion of the grant funding has been reserved to assist Planning Unit members in developing these project plans.
- Task 6: RCW 90.82.043 & 90.82.048 Requirements. This task addresses one of the legal requirements for a DIP, which is to look at the municipal inchoate water right. The inchoate portion of a water right is the “room to grow in” portion of a water right. The DIP must include a summary of how those will be used as we go into the future.
- Task 7: Detailed Implementation Plan Preparation. Deals with the actual preparation of the implementation plan. The DIP will be built in module (governance structure, inchoate water rights analysis, high priority project plans) that the Planning Unit will review along the way. One draft and one final DIP are budgeted in the grant.
- Task 8: Early Implementation Projects. Placeholder reserved for early implementation projects – scope not defined at this time.

Comments

Rusty Post commented that it may be advantageous to identify specific early action projects in the scope with a budget attached, so that funding could be secured. The group discussed this possibility and felt it was too early to identify specific early implementation projects in the scope until the recommendations have been prioritized. There may be some risk of the funding not being available later, but that has not been a problem in past grants where the lead agency has used this approach.

Craig Volosing brought up the deadlines specified in the grant, and asked if those could be accelerated. Cynthia responded that the anticipated actual schedule for completing work is represented in the 11x17 schedule handout; Mike Hermanson noted that deadlines in the grant are often set farther out to avoid the need for grant amendments if the schedule slips.

Craig Volosing asked if subcommittees would be used to prioritize recommendations. Cynthia responded that the current plan is to do the prioritization as a group (also through individual homework on ranking), but that subcommittees may form to develop the priority project plans.

Work Plan and Schedule

Cynthia talked the Planning Unit through the 11x17 schedule handout title “WRIA 54 Phase IV Year One – Project Schedule and Participant Roles”.

The work plan and schedule includes the following categories:

- Milestones and Work Products
- Planning Unit Topics and Work Activities – This is basically the preliminary agenda for each of the planning unit meetings
- Subcommittee Work Activities –shows two phases of subcommittee activities throughout the year.
- Lead Entity Work Activities – Work that the lead entity will be taking the lead on, project administration, inchoate water rights analysis, etc.
- Consultant Participation – Support envisioned to be provided to the Planning Unit by Tetra Tech.

Cynthia also briefly reviewed the tasks listed for each month.

Prioritization

Over the next three months, the group will be engaged in a prioritization task for Watershed Plan recommendations and obligations. This is a very important work activity and it will be important for Planning Unit members to be able to participate, made more challenging as we enter the holiday season. The prioritization exercise will span the November through January Planning Unit meetings, with homework (individual recommendation rating) between the December and January meetings.

The following is an overview of the proposed prioritization process. Cynthia presented this to the Planning Unit, noting that this was the process that she and Bryony felt would work well.

- November Planning Unit meeting – Discuss and agree on more specifics about types of criteria, quantitative versus general (high, medium, low) ratings, and groupings for recommendations;
- December Planning Unit meeting: Discuss and agree on specific criteria, categories, and rating scheme to use. This will likely be an extended meeting, probably three hours.
- Homework Assignment between December and January Meetings: Cynthia will distribute recommendation rating form to each Planning Unit member. Members will complete their individual ratings and return to Cynthia prior to the January Planning Unit meeting. Cynthia will compile results

prior to the January Planning Unit meeting.

- **January Planning Unit Meeting:** Planning Unit will review compiled recommendation rating results and truth the results. This truthing is necessary to identify and correct potential issues caused by a strict numeric rating/ranking exercise (for example, a situation where a lower ranked recommendation must be done prior to a higher ranked recommendation because of work sequence needs).

The expectation is that by the end of the January meeting everyone will be in agreement with the prioritization decisions.

Dick Price commented that achieving complete consensus regarding the prioritization may be very difficult and unnecessary. The group discussed this and generally agreed that as the Planning Unit begins implementing recommendations, the need for complete consensus on every action becomes less since there was a consensus decision to include each recommendation in the Watershed Plan. One suggestion is to factor balance into the categories or criteria, so that priority projects emerge in a balanced way across categories (i.e. technical studies, education, water use efficiency, etc) and geographic regions. Cynthia pointed out that we are emphasizing ownership of these projects in implementation; if we end up with a high priority project that no one steps forward to take lead on, it is must not be that big of a priority.

Project Plan Development for Priority Projects

The work plan calls for subcommittees or individuals to develop project plans for high priority projects in lieu of Planning Unit meetings during the March through May timeframe. Someone will need to take lead on each of these projects, people that are interested and want to work on it. The group looked at and discussed an example (handout) of what a project plan might look like. A generalized project plan outline includes the following elements:

- Project Title
- Description of Watershed Plan recommendations addressed
- Project strategy
- Project objectives
- Scope of work
- Schedule
- Budget

Cynthia commented that the Planning Unit is not going to do this for all 57 recommendations. This level of detail is for the projects that the group identifies as high priority and a Planning Unit member steps forward to lead development of a project plan.

Project Workshop, Reviews, and Draft and Final DIP

The project plans will be developed over the early spring period; the Planning Unit will review and discuss the completed project plans at a workshop in June. Following the workshop, project plans will be fine tuned and incorporated into the draft DIP, which will be available in July, 2010. We will have a couple of months for review and comments before finalizing the DIP in October.

Organizational Governance Organization

As discussed earlier in the meeting, the Phase IV grant includes a task for examining and recommending a government organization structure for the Planning Unit as it moves through Phase IV and beyond. The Planning Unit discussed this briefly during Phase III. Cynthia asked the Planning Unit if there is still interest in

examining governance options, and if yes, we will form a subcommittee to conduct the analysis. Dick Price commented that he feels this should be done, especially since Phase IV will end at some point and there should be some plan for ongoing governance. Others agreed.

Mike Hermanson will convene the subcommittee. Mike commented that the expectation will be for subcommittee members to bring researched alternative options to the subcommittee. The following individuals volunteered to participate:

- Dick Price
- Rob Lindsay
- Lloyd Brewer
- Rusty Post
- Jeanne Barnes
- Bryan St. Clair

In addition, Spokane County will invite Lincoln County and the Spokane Tribe.

Memorandum of Agreement (MOA)

- The Memorandum of Agreement between participating governments addressed Phase III, but not Phase IV. The Watershed Plan calls for extending that agreement for the first eighteen months of Phase IV. That will get the group through until a decision to replace that governing structure with something new is made. Lloyd Brewer reviewed the MOA with the Planning Unit at the June meeting, and highlighted pertinent aspects. Dick Price asked for a date to be set for final comments on the MOA. The Planning Unit set November 13 as the date for comments on the MOA.

The Planning Unit briefly discussed the different role of the Department of Ecology in Phase IV. Rusty Post clarified that in his role as Watershed Lead, he will continue to coordinate review and comments from the State Departments of Health, Natural Resources, and Ecology. However he can not obligate other agencies, and there will be a need to work directly with those agencies in implementation.

Public Comment

Rob Lindsay commented that Spokane County is pleased that the Planning Unit is able to transition so quickly into implementation. Although the County was disappointed to only receive one consultant submittal for the Phase IV services Request for Proposal, the continuity of continuing to use the Tetra Tech team really expedited the process and has allowed the Planning Unit to continue its focus on substantive work.

Administration and General Schedule Announcements

Mike Hermanson asked the Planning Unit if it wants to continue holding meetings at alternate locations – Airway Heights at 10:00 am one month, then the next at Lakeside High School at 6:00 pm. No one at the meeting wanted to continue holding the evening meetings. The intent of holding the meetings in the evening at a location further west in the WRIA was to attract more citizens; this has not played out – in fact attendance by all is better at the daytime meetings in Airway Heights. The group agreed to begin holding all Planning Unit meetings during the day at the Airway Heights meeting site.

Next month's meeting will be changed from the 4th Wednesday of the month to Tuesday, November 24th, at 10:00 a.m., at Airway Heights.

The December meeting will be changed from the 4th Wednesday of the month to Tuesday, December 22nd, from 9:00 a.m. to 1:00 p.m. This will be an important meeting, as it will focus on developing rating criteria.

Adjourn

Cynthia adjourned the meeting at 11:56 a.m.