



# JEFFERSON COUNTY PUBLIC HEALTH

615 Sheridan Street • Port Townsend • Washington • 98368  
www.jeffersoncountypublichealth.org

November 1, 2010

## JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS

### AGENDA REQUEST

**TO:** Board of County Commissioners  
Philip Morley, County Administrator

**FROM:** Stuart Whitford, Environmental Health Director  
Tami Pokorny, Environmental Health Specialist

**DATE:** Nov. 22, 2010

**SUBJECT:** Agenda Item – Agency Agreement – Quilcene-Snow Watershed Implementation Phase 4, Amendment #8; July 1, 2010 – June 30, 2011; add'l \$54,999.99 total \$421,237

#### **STATEMENT OF ISSUE:**

Jefferson County Public Health, Water Quality Division, is requesting Board approval of the Agency Agreement – Quilcene-Snow Watershed Implementation Phase 4, Amendment #8; July 1, 2010 – June 30, 2011; add'l \$54,999.99 total \$421,237

#### **ANALYSIS/STRATEGIC GOALS/PRO'S and CON'S:**

This amendment provides \$55,999.99 through the Department of Ecology to support the activities of the East Jefferson Watershed Council (WRIA 17 Planning Unit) to include meeting facilitation, mitigation strategies to address opportunities for new water supplies, water resources education, and groundwater modeling training.

#### **FISCAL IMPACT/COST BENEFIT ANALYSIS:**

This contract is funded by the Phase 4 Watershed Planning Unit through the Department of Ecology. The match is provided by in-kind services. The county will receive 10% of the total amendment amount for administrative costs."

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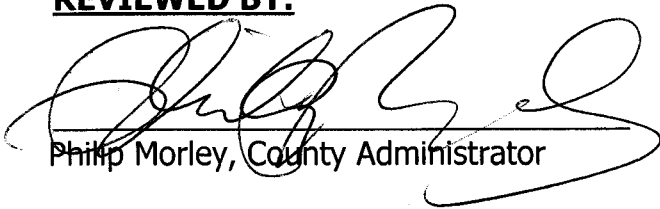
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**RECOMMENDATION:**

JCPH management request approval of the Agency Agreement – Quilcene-Snow Watershed Implementation Phase 4, Amendment #8; July 1, 2010 – June 30, 2011; add'l \$54,999.99 total \$421,237

**REVIEWED BY:**

  
Philip Morley, County Administrator

11/12/10  
Date

(Routed to all Public Health Managers)

**AMENDMENT NO. 8 TO ECOLOGY GRANT NO. G0700097**

PURPOSE: To amend the agreement between the Department of Ecology, hereinafter referred to as 'Ecology' and, Jefferson County, hereinafter referred to as 'Recipient'.

IT IS MUTUALLY AGREED the agreement is amended as follows:

- The project grant amount is increased by \$ 54,999.99 for Phase 4, State Share; corresponding local match is \$ 6,111. The total grant amount under the amended agreement shall not exceed \$ 379,114, State Share; corresponding local match is \$ 42,123 for this grant contract period. The total project cost is \$ 421,237.
- The project scope of work is revised as outlined in Exhibit A-1.
- The project budget is revised as outlined in Exhibit A-2.
- The period of performance for this amendment continues through June 30, 2011.

Ecology will pay the recipient \$ 54,999.99 (100%) on a cost-reimbursement basis. Requests for reimbursement shall be submitted at least quarterly but not more often than once per month by the RECIPIENT on state invoice voucher forms. Payment requests are to include at a minimum Form A19-1A "Invoice Voucher", Form B "Running Budget Summary", Form C "Voucher Support" and Form D "Contractor Participation Report" (if applicable). ECOLOGY will issue payments of grant funds within 30 days of receipt of properly completed invoice vouchers.

All other terms and conditions of the original agreement and any amendments remain in full force and effect. The effective date of this grant amendment is July 1, 2010.

IN WITNESS WHEREOF: the parties have signed this amendment.

JEFFERSON COUNTY

STATE OF WASHINGTON  
DEPARTMENT OF ECOLOGY

\_\_\_\_\_  
David Sullivan, Chair                      Date  
Jefferson County  
Board of Commissioners

\_\_\_\_\_  
Gordon White, Program Manager                      Date  
Shorelands and Environmental Assistance Program

Approved as to Form Only  
Assistant Attorney General

Approved as to form only:  
*David Almon* 11/15/10  
\_\_\_\_\_  
Jefferson Co. Prosecutor's Office

**ECOLOGY GRANT G0700097  
AMENDMENT 8  
EXHIBIT A-1**

**WRIA 17 PHASE 4  
SCOPE OF WORK**

**Project Title:** WRIA 17 Phase 4

**Project Description:**

This amendment adds \$ 54,999.99 for FY 11. The scope of work and budget are updated to reflect the changes.

**Project Tasks:**

**Task 1: Administration (Continued)**

- 1.1 Maintain records of all expenditures
- 1.2 Attend Planning Unit and subcommittee meetings to share information and review progress
- 1.3 Develop and oversee professional services contracts, agendas, minutes/mailings
- 1.4 Write and submit quarterly reports and billing

Deliverables: Quarterly Reports to DOE

Due Dates: Ongoing throughout the grant

Total FY 11           \$ 5,499.99

**Task 2: Create Detailed Implementation Plan**

Completed

**Task 3: Outreach and Education**

Completed

**Task 4: Watershed Planning Unit Project Management (Continued)**

- 4.1 Facilitate Planning Unit and Steering Committee meetings. Take minutes and write meeting agendas. Notice meetings and keep Planning Unit informed through email and telephone communication.
- 4.2 Update the Watershed Plan and Detailed Implementation Plan as directed by the Planning Unit
- 4.3 Coordinate with Ecology in scheduling of relevant agency efforts in the watershed
- 4.4 Coordination of Planning Unit with Puget Sound Partnership and Hood Canal Coordinating Council
- 4.5 Research future funding opportunities for the Planning Unit

**Deliverable(s):** Meeting minutes, agendas and other material developed for the planning unit.

**Total FY 2011:** \$ 20,000

**Due Date:** Ongoing throughout the grant

**Task 5: Purchase Leak Detection Equipment**

Completed

**Task 6: Establish a WRIA 17 Ambient Ground Water Monitoring Network**

Completed

**Task 7: JCCD Horses/livestock/land educational series**

Completed

**Task 8: JCCD Riparian Invasive Weed Removal and Planting**

Completed

**Task 9: Develop an Education and Outreach Strategy**

Completed

**Task 10: Develop a New Planning Unit "Brand"**

Completed

**Task 11.1 Project Management – (Continued)**

Jefferson County PUD #1, through an Interlocal Agreement, and in consultation with the Planning Unit, will be responsible for securing a contractor, working with that contractor, and ensuring the successful completion of Tasks 11.6 and 11.7.

**Deliverables:** An executed contract with the contractor for completion of Tasks 11.6 and 11.7.

**Due Dates:** June 30, 2011

**FY 2011 Costs:** \$1,000

**Task 11.2 – Public Water Systems Description and Analysis**  
**Completed**

**Task 11.3 – Current Population, Water Connections, Water Use**  
**Completed**

**Task 11.4 – Projected Land Use, Future Population, and Water Demand**  
**Completed**

**Task 11.5 – Reporting**  
**Completed (For Tasks 11.2 through 11.4)**

**Task 11.6 – Analysis of Group B Water Systems – NEW**

Group B systems are small (by definition less than 15 connections), but can be large enough to need a water right (more than 6 connects per exempt well is not DOH approved with some exceptions). According to the County, there are approximately 125 of them (according to Sentry Database about 80 or so). Not all these Group B's are fully built out and water is available. A consultant would be selected to work with local agency and state agency (County Environmental Health and DOH) to review Water Facilities Inventories to obtain connections data (current and approved) to develop Group B forecasts against projections over a 6 - 20 year timeframe and determine where there are anticipated shortfalls.

**Deliverables:** A detailing of Group B systems including locations, and future availability concerns.

**Due Dates:** June 30, 2011

**FY 2011 Costs:** \$10,000

### **Task 11.7 – Mitigation Strategy (Water Supply) Alternatives – NEW**

Several sub-basins within the watershed have severe restrictions on future availability of new water supplies under Ecology's recently adopted Water Management Rule. A contractor will be selected to review growth projections, and existing water rights and exempt wells in 3 critical sub-basins. The contractor will prepare a report which will include the growth and current demand conditions, and identify viable mitigation strategies to address opportunities for new supplies.

**Deliverables:** A report containing the information detailed above.

**Due Dates:** June 30, 2011

**FY 2011 Costs:** \$7,000

**Total Task 11:** \$ 18,000

### **Task 12 – Groundwater Modeling Training - NEW**

The USGS groundwater model of the Chimacum sub-basin is nearing completion. Approximately \$600,000 has been spent on this effort. Two technical staff in the WRIA (Jefferson County and PUD) will attend a three day Seminar entitled The Principles of Groundwater Flow and Transport. This formal, technical training will enable the Planning Unit to develop additional scenarios beyond those being developed by the USGS; such as site specific changes in impervious surfaces, improve wellhead protection efforts, simulate land use changes, and predict the impacts of climate change.

The Planning Unit will provide \$1,770 for Seminar attendance fees, and up to \$2,230 for travel, lodging and meal expenses at the allowable state rates.

**Deliverables:** Certificates of completion from the Seminar

**Due Dates:** June 30, 2011

**FY 2011 Costs:** \$4,000

### **Task 13 – Support to Stream Restoration Project**

The North Olympic Salmon Coalition has led a restoration effort on Chimacum Creek over the past several years. This year, 3,000 trees have been planted as a major piece of this effort.

The trees need to be watered for several years to ensure maximum survival in the sharply drained soils. Jefferson County PUD is willing to install a temporary water meter in the vicinity where access is needed. The Planning Unit has agreed to pay the PUD for the water needed to irrigate the trees and other shrubs to help insure their maximum survival.

**Deliverables:** Billings for water use, with a summary for the fiscal year of the efforts relative to the irrigation effort.

**Due Dates:** Through June 30, 2011

**FY 2011 Costs:** \$500

**Task 14 – Implementation of the Education and Outreach Strategy**

Task 14 represents the implementation of the highest priority education and outreach strategies developed under Task 9 of this agreement. A contractor will be selected to conduct this task.

A multi-media education and information campaign will be undertaken. Key messages will focus on the benefits to water conservation, ways to improve water quality, and key water resource issues facing the watershed (e.g. seawater intrusion, the State’s WRIA 17 Water Management Rule).

The following will be developed as a part of this task:

- A PowerPoint Presentation
- An updated web site
- As needed, reproduction and/or updates to existing brochures to address current issues

The following delivery methods will be employed:

- Presentations to local community and interest groups
- Web access to current efforts, citizen “tips”, basic information on watershed conditions and concerns
- Distribution of prepared materials to schools, community centers and at presentations

**Deliverables:**

- Quarterly reports on outreach activities
- A PowerPoint presentation
- An updated web site
- As needed, updated or newly created brochures

**Due Dates:** Ongoing through June 30, 2011

**FY 2011 Costs:** \$7,000

**Cash Flow Projections**

Time Frame	Projected Expenditure Level
FY 11 Quarter 1 July 2010-September 2010	\$ 10,000.00
FY 11 Quarter 2 October 2010-December 2010	\$ 15,000.00
FY 11 Quarter 3 January 2011-March 2011	\$ 10,000.00
FY 11 Quarter 4 April 2011-June 2011	\$ 19,999.99
<b>Total</b>	<b>\$ 54,999.99</b>



**ECOLOGY GRANT G0700097  
 AMENDMENT 8  
 EXHIBIT A-2  
 WRIA 17 PHASE 4  
 BUDGET**

		Prior Award- State	Prior Award- Match	FY11 Amend 8 State	FY11 Amend 8 Match	Total State	Total Match	Total Project
	<b>Budget by Element</b>			<b>FY 11</b>	<b>FY11</b>			
1	Salaries	19,139.01		3,299.99		22,439.00		22,439.00
2	Benefits	6,304.00		1,100.00		7,404.00		7,404.00
3	Contracted Services	292,172.00		46,770.00		338,942.00		338,942.00
4	Travel			2,230.00		2,230.00		2,230.00
5	Equipment					0.00		0.00
6	Good/Services			500.00		500.00		500.00
7	Overhead	6,499.00		1,100.00		7,599.00		7,599.00
								0.00
8	Match-Interlocal		36,012.00		6,111.00		42,123.00	42,123.00
	<b>Total</b>	<b>324,114.01</b>	<b>36,012.00</b>	<b>54,999.99</b>	<b>6,111.00</b>	<b>379,114.00</b>	<b>42,123.00</b>	<b>421,237.00</b>
	<b>Budget by Task</b>							
1	Admin	31,942.01		5,499.99	1,000.00	37,442.00	1,000.00	38,442.00
2	DIP	52,500.00	28,333.00			52,500.00	28,333.00	80,833.00
3	Outreach/Education	20,000.00				20,000.00		20,000.00
4	Fac/Mgmnt	84,662.00		20,000.00		104,662.00		104,662.00
5	Leak Detection Eqp	41,000.00				41,000.00		41,000.00
6	Groundwater Mon NW	21,500.00				21,500.00		21,500.00
7	Livestock/Water Educ.	8,550.00				8,550.00		8,550.00
8	Riparian Weed Removal	30,100.00				30,100.00		30,100.00
9	Outreach Strategy	1,200.00				1,200.00		1,200.00
10	Planning Unit Brand	1,800.00				1,800.00		1,800.00
11	Water Supply Assess.	30,860.00	7,679.00	18,000.00	2,000.00	48,860.00	9,679.00	58,539.00
12	Groundwater Modeling			4,000.00	1,111.00	4,000.00	1,111.00	5,111.00
13	Stream Restoration			500.00		500.00	0.00	500.00
14	Edu/Outreach			7,000.00	2,000.00	7,000.00	2,000.00	9,000.00
	<b>Total</b>	<b>324,114.01</b>	<b>36,012.00</b>	<b>54,999.99</b>	<b>6,111.00</b>	<b>379,114.00</b>	<b>42,123.00</b>	<b>421,237.00</b>