

WHATCOM COUNTY COUNCIL AGENDA BILL

NO. AB2009-315

CLEARANCES	Initial	Date	Date Received in Council Office	Agenda Date	Assigned to:
Originator: K. Olason			<p>RECEIVED</p> <p>JUN 29 2009</p> <p>WHATCOM COUNTY COUNCIL</p>	7/7/09	Council Intro
Division Head: K. Christensen	JH	6.19		7/21/2009	Council Public Hearing
Dept. Head: F. Abart	JAA	6/24/09		8/04/2009	NR/Council
Prosecutor: D. Gibson	DG	06/23/09			
Purchasing/Budget: B. Bennett	BB	6/25/09			
Executive: P. Kremen					

TITLE OF DOCUMENT:

Resolution of the Whatcom County FCZD Board of Supervisors for adopting a budget and work plan for the Birch Bay Watershed and Aquatic Resources Management District for the remainder of 2009

- ATTACHMENTS:**
- Memo
 - Resolution
 - BBWARM 2009 Budget
 - BBWARM 2009 Work Plan

SEPA review required? () Yes (<input checked="" type="checkbox"/>) NO SEPA review completed? () Yes () NO	Should Clerk schedule a hearing? (<input checked="" type="checkbox"/>) Yes () NO Requested Date: July 21, 2009
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SUMMARY STATEMENT OR LEGAL NOTICE LANGUAGE: *(If this item is an ordinance or requires a public hearing, you must provide the language for use in the required public notice. Be specific and cite RCW or WCC as appropriate. Be clear in explaining the intent of the action.)*

This resolution provides funding for the remainder of 2009 for the Birch Bay Watershed and Aquatic Resources Management (BBWARM) District to begin implementation of the Birch Bay Watershed Comprehensive Stormwater Plan. This year's activities include, capital improvement projects, water quality monitoring, education, maintenance and operation, and partnering with other organizations to address stormwater quantity and quality issues.

<p>COMMITTEE ACTION:</p>	<p>COUNCIL ACTION: 7/07/2009: Introduced 7/21/2009: Held to August 4, 2009 Natural Resources & Council</p>
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Related County Contract #:	Related File Numbers:	Ordinance or Resolution Number:
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Please Note: *Once adopted and signed, ordinances and resolutions are available for viewing and printing on the County's website at: www.co.whatcom.wa.us/council.*

WHATCOM COUNTY
PUBLIC WORKS DEPARTMENT

FRANK M. ABART
Director



STORMWATER

2011 Young Street, Suite 201
Bellingham, WA 98225
Telephone: (360) 715-7450
FAX: (360) 715-7451
www.whatcomcounty.us

MEMORANDUM

TO: The Honorable Pete Kremen, Whatcom County Executive, and
Honorable Members of the Whatcom County Council

THROUGH: Frank M. Abart, Public Works Director *FA*

FROM: Jon Hutchings, Assistant Director *H*
Kirk N. Christensen, P.E., Stormwater Manager *KNC*

cc: Brad Bennett, Manager, AS-Finance
Peggy Leviton, Accounting Supervisor, Public Works-Administration

DATE: June 22, 2009

RE: Requested information for 2009 Budget Supplemental—Birch Bay Watershed
and Aquatic Resources Management District Budget for the remainder of 2009
(AB2009-315)

At the Council meeting on July 21st, 2009, the Council requested additional information regarding the personal benefits and pay range of the proposed Watershed Steward in the Birch Bay Watershed Aquatic and Resources District Supplemental Budget for 2009.

In response to that request, a formal review of the watershed steward position was conducted by the Human Resources Department. The review was based on the specific job description as recommended by the Birch Bay Watershed Aquatic and Resource Management District. As a result the salary range was established and is now reflected in the amended Summary Budget.

The Personal Benefits amount included in the original Summary Budget has been amended to reflect the new salary rate established by the Human Resource Department for the Watershed Steward position. A detailed spreadsheet has been included which identifies the specific expenditures applied to the Personal Benefits line item. The total number is lower due to the reduced salary rate of the Watershed Steward position. The Personal Benefits line item also includes salary related benefit expenditures for any overtime and extra help pay.

Public Works Stormwater Division staff will be attending the Council's Natural Resource Committee meeting on August 4th to answer any further questions you may have regarding the attachments or the Birch Bay Watershed Aquatic and Resources Management District budget proposal.

Please contact Kraig Olason or Kirk Christensen if you have any questions regarding this request.

Enclosure

SUMMARY BUDGET SHEET

Birch Bay Watershed Aquatic and Resource Management District

2009

6110 REG SALARIES & WAGE	\$ 25,438.00	1 FTE 6MO TOP STEP SENIOR PLANNER
6120 EXTRA HELP	\$ 12,351.00	FIELD/RESEARCH ASSISTANCE MID-RANGE PLANNER 2
6140 OVERTIME	\$ 3,000.00	APPROX 80 HRS
6200 PERSONAL BENEFITS	\$ 12,881.00	AT .65 OF SALARY
6320 OFFICE SUPPLIES	\$ 1,000.00	
6330 PRINT	\$ 6,200.00	
6340 BOOKS/PUBS	\$ 1,400.00	
6510 TOOL EQUIP	\$ -	
6520 SOFT WARE	\$ 2,000.00	
PROFESSIONAL		
6630 SERVICES	\$ 53,000.00	
6710 POST SHIP	\$ 6,500.00	
6720 TELEPHONE	\$ 300.00	
6780 TRAVEL/ED/TRAINING	\$ 1,000.00	
6790 TRAVEL-OTHER	\$ 3,000.00	
6810 ADVERTISING	\$ 1,150.00	
6860 EQUIP RENTAL	\$ -	
6869 EQUIP INTERFUND	\$ -	
6870 SPACE RENTAL	\$ 2,750.00	
7060 REPAIR & MAINT	\$ -	
REGISTRATION		
7110 TUITION	\$ 2,100.00	
MEETING		
7140 REFRESHMENT	\$ 400.00	
ADMINCOST		
7159 ALLOCATION PWA	\$ 30,390.00	.5 FTE 6/MO
7190 OTHER MISC	\$ 10,000.00	
OTHER MISC		
7199 INTERFUND	\$ 15,000.00	
INTER-GOVT		
PROFESSIONAL		
7210 SERVICES	\$ 15,000.00	
COMPUTER CAPITAL		
7420 OUTLAYS	\$ 2,200.00	
TOTAL	\$207,060.00	

BBWARM Budget Supplemental - Salary & Benefits

	<u>Salary/Wages</u>	<u>\$ Benefits</u>	
<u>Program Specialist</u>	\$ 25,438		
Social Security/MCare		\$ 1,946	7.65%
Worker's Comp		364	
Unemployment		111	
Retirement		1,356	5.33%
Medical		4,812	
Dental		516	
Vision		72	
Life Insurance		75	
Employee Assistance Plan		15	
Accrued Vacation (60 hrs)		1,580	
Accrued Sick Time (48 hrs @ 25%)		316	
		<u>11,163</u>	
 <u>Overtime</u>	 3,000		
Social Security/MCare		230	7.65%
Worker's Comp		25	
Unemployment		9	5.33%
Retirement		160	
		<u>424</u>	
 <u>Extra Help</u>	 12,351		
Social Security/MCare		945	7.65%
Worker's Comp		350	
		<u>1,295</u>	
Totals	<u>\$ 40,789</u>	<u>\$ 12,881</u>	

WHATCOM COUNTY JOB DESCRIPTION

POSITION:	Program Specialist	RANGE:	180-0-E
DEPARTMENT:	Various	EESA:	NI
REPORTS TO:	See Supplemental Job Description	EEO:	2

SUMMARY

Organizes, coordinates and facilitates the efforts of diverse individuals, groups and agencies, within area of assignment. Monitors service providers to assure compliance with performance measures, guidelines and regulations. Prepares written plans and needs assessments. Implements programs, coordinates projects or programs and analyzes effectiveness. Coordinates the collection, development and analysis of data and other information. Exercises independent judgment in analyzing problems, issues and situations; develops and implements recommendations. Plans, conducts and represents the County for assigned program areas at advisory board or public meetings. Assists management and other staff, as directed. Complies with legal standards and requirements. Works under administrative direction.

Depending upon assignment, the incumbent may perform some or all of the following duties, and those on the applicable supplemental job description, which are a representative sample of the level of work appropriate to this position.

ESSENTIAL JOB DUTIES

Prioritizes and plans work activities using resources effectively. Plans for additional resources and integrates changes smoothly.

Plans, develops, implements and evaluates assigned projects and programs. Communicates changes and progress and completes projects on time and within budget. Identifies problems and recommends alternative solutions for resolution.

Assesses and assures compliance, interprets and applies regulations equitably, explains services, identifies customer needs and maintains effective relationships. Initiates consultant, temporary staff or intern selection and trains and oversees their work, as assigned.

Responds to inquiries, complaints, emergencies or requests for information from government agencies/organizations, contractors, property owners, tribal representatives and diverse members of the public related to matters within the scope of knowledge and authority or refers to proper information source. Plans, conducts and attends County Council meetings and hearings, intergovernmental agency meetings, advisory board meetings and other public meetings as departmental representative to answer questions within scope of responsibility. Prepares and presents programs and program area reports to agencies, boards and the public.

Develops and maintains community and agency contacts related to assigned areas and acts as a liaison between contacts or the general public. Works with community groups, government agencies, educational institutions, task forces and advisory committees to achieve program goals. Works with cities and other public and private entities on implementation measures including public information and education programs.

Develops and implements actions/programs to provide educational and involvement opportunities for citizens, elected officials and agencies/interest groups to facilitate implementation of solutions that are based on an understanding of the issues and reflect, to the extent possible, the desires of the community both now and in the future. Identifies potential audiences and makes public presentations on implementation programs.

Assists in the planning and development of the budget for assigned programs.

Prepares complete reports on time with supporting conclusions and recommendations.

Records information and data accurately following procedures. Tracks activity, develops individualized plans and submits documentation on time. Researches, retrieves, updates and analyzes complex information and data. Assesses new program opportunities. Formulates recommendations anticipating possible ramifications and appropriately communicates significance of findings.

Completes associated paperwork and processes to procure contract services. Locates, completes and utilizes grants and alternative funding mechanisms in meeting program objectives. Performs site reviews and evaluates providers. Monitors and ensures all requirements of grants and contracts are met. Authorizes expenditure of funds, as assigned.

Provides staff support functions to citizen's advisory and other boards.

ADDITIONAL JOB DUTIES

Trains, monitors and works closely with volunteers, temporary and other staff, as assigned.

Assists with the creation or updating of policies, procedures, tasks, workflows and systems, as assigned.

Performs all duties of lower and similarly classified positions.

Performs other duties, as assigned.

QUALIFICATIONS

Requires a Bachelor's degree in a related field **AND** four years of progressively responsible experience in assigned program area.

Requires knowledge of:

The field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in this job description and the appropriate supplemental job description.

Principles of planning, time management, project coordination, group dynamics, and program and process evaluation.

Current practices and developments in assigned program areas.

Applicable local, state and federal laws, regulations and policies related to program areas.

Computer operation and a variety of office software including word processing, spreadsheet, database and graphic applications.

Safety precautions, practices and procedures applicable to the area of assignment.

Requires the ability to:

Plan, coordinate, organize and schedule programs, processes and services. Prepare, research, analyze, administer and change plans, policies and work programs as necessary. Coordinate, oversee and review the work and performance of staff and consultants, as assigned.

Use tact, discretion, persuasion, diplomacy, respect and courtesy to gain the cooperation and commitment of others and establish and maintain effective working relationships and rapport with

public officials, local, state, tribal and special purpose governments, department heads, co-workers, employees, volunteers, community groups, task forces, advisory committees, representatives of other agencies or entities and diverse members of the public.

Listen attentively and communicate effectively, both orally and in writing, with individuals and groups in clear, concise language appropriate for the purpose and parties addressed, including facilitating groups and preparing and making technical and/or public presentations which can be understood by non-technical listeners, and preparing and/or directing the preparation of comprehensive written reports, materials and correspondence.

Fulfill the commitment of the County to provide outstanding public, intra- and inter-departmental customer service.

Read, understand, interpret, analyze and apply appropriately the terminology, instructions, policies, procedures, legal requirements and regulations pertinent to the area of assignment.

Organize, prioritize and coordinate work projects, plans and assignments. Be attentive to detail, maintain a high degree of accuracy and recognize, resolve and correct discrepancies in data or information. Work effectively in a multi-task environment. Take appropriate initiative. Apply good judgement, creativity and logical thinking to obtain potential solutions to complex problems within the scope of knowledge and authority or refer to the appropriate source. Develop ways to improve and promote efficient work methods.

Initiate, compile, compose and/or edit correspondence, records, narrative, statistical and financial reports and other applicable documents and assure all pertinent information from appropriate sources is included and accurate.

Proficiently operate office equipment standard to the area of assignment.

Maintain current knowledge for assigned areas and adapt to new technologies, keeping technical skills up-to-date and using technology to increase productivity.

Work independently and cooperatively as a member of a team.

Maintain appropriate level of confidentiality on all matters.

SPECIAL REQUIREMENTS

Must have a driving record that meets County standards and possess a valid driver's license at time of hire and throughout employment.

Background check must meet County criteria.

Depending on area of assignment, may be required to obtain a First Aid/CPR Card within six months of employment and maintain throughout employment.

Must pass job-related tests.

Required to become a member of the local collective bargaining unit.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas, to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. At its sole discretion, Whatcom County may consider combinations of education, experience, certifications, and training in lieu of specifically required qualifications contained herein.

Whatcom County's policy is to provide equal opportunity in all terms, conditions and privileges of employment for all qualified applicants and employees without regard to race, color, creed, religion, sex, age, national origin, marital status, sexual orientation, disability, or veteran status.

Employee Status: This is an FLSA non-exempt position and, as such, is paid hourly and is entitled to overtime.

Signature Wendy Wefer-Clinton

Date 7/24/09

ADMINISTRATIVE USE ONLY

JDE JOB TITLE: P480

PROGRAM SPECIALIST.JOB SJ 7-24-2009

WHATCOM COUNTY SUPPLEMENTAL JOB DESCRIPTION

POSITION:	Program Specialist	REPORTS TO:	Engineering Manager
AREA OF ASSIGNMENT:	Stormwater		

See Program Specialist job description for other duties, qualifications and special requirements that apply to this position.

Serves as the focal point for stormwater management actions in a defined watershed. Coordinates implementation of watershed management plans, including small capital projects and regulatory actions; provides daily contact with and technical assistance to citizens and public agencies; and monitors and investigates water quality, quantity, and habitat within specified area.

ESSENTIAL JOB DUTIES

May serve as a project lead coordinating major water quality, quantity and habitat issues which involve significant planning, engineering, legal, financial, political and aquatic issues.

Provides technical assistance regarding issues such as minor flooding, erosion control, marine resources, and water quality matters to residents in a watershed area.

Plans, develops and implements water projects or activities within a specific watershed that integrates recommendations of county and regional planning efforts that are consistent with regulatory requirements and that have the greatest potential for improvement in surface water quality, quantity, and related habitats in the watershed.

Provides public outreach and education to the general public, target groups and local schools regarding water quality and stormwater best practices and solicits input as appropriate.

Coordinates partnerships with groups and organizations that share established watershed goals and assists with the formation and activities of various groups as necessary. Recruits citizen volunteers and coordinates volunteer activities for protecting water quality and preventing drainage problems in a defined watershed.

Responds to conflicts and questions from and serves as liaison between the general public, government, and private officials, the media and special interest groups.

QUALIFICATIONS

Requires a Bachelor's degree in a natural science or related area AND four years of progressively responsible experience.

Requires knowledge of:

Principles and practices of stormwater management issues.

Research and data collection techniques.

SPECIAL REQUIREMENTS

Must have a driving record that meets County standards and possess a valid driver's license at time of hire and throughout employment.

WORKING CONDITIONS

Work is performed in an office setting, in meeting rooms and at field locations throughout Whatcom County. Sits or stands for long periods of time. May occasionally lift and carry items weighing up to 20 pounds. May be required to attend meetings or perform duties outside of normal office hours. Moves throughout the County facilities. Frequently drives motor vehicle to perform duties in the field, at multiple sites, or travel out of the County. Traverses rough terrain and inclines. During emergency situations may be required to run, shovel, dig. Works in, on or near water, on ladders, on and near bridges, often in remote locations or close quarters. May travel by boat, river raft, airplane or helicopter and may stand for long periods of time outside in all types of weather. May work near noisy machinery in the field. Possibility of exposure to a variety of bloodborne pathogens and environmental and chemical allergens standard to the area of assignment. Possibility of exposure to hostile and offensive language from the public. Uses appropriate safety equipment and follows established work safety policies, practices and procedures.

The statements contained in the job description and supplemental job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas, to cover absences or relief, to equalize peak work periods or otherwise to balance the work load. At its sole discretion, Whatcom County may consider combinations of education, experience, certifications, and training in lieu of specifically required qualifications contained herein.

Whatcom County's policy is to provide equal opportunity in all terms, conditions and privileges of employment for all qualified applicants and employees without regard to race, color, creed, religion, sex, age, national origin, marital status, sexual orientation, disability, or veteran status.

Employee Status: This is an FLSA non-exempt position and, as such, is paid hourly and is entitled to overtime.

Signature _____

Date _____

JDE JOB TITLE: P480

ADMINISTRATIVE USE ONLY

PROGRAM SPECIALIST.PW.SUP. WWC 07-24-09

SPONSORED BY _____

PROPOSED BY: Public Works Department

INTRODUCTION DATE: July 7, 2009

RESOLUTION NO. 2009-_____

(A resolution of the Whatcom County Flood Control Zone District Board of Supervisors)

ADOPTING THE 2009 BUDGET AND WORK PLAN FOR THE BIRCH BAY WATERSHED AND AQUATIC RESOURCES MANAGEMENT (BBWARM) DISTRICT

WHEREAS, the 2009-2010 budget for the Whatcom County Flood Control Zone District (FCZD) was adopted November 25, 2008; and

WHEREAS, the Board of Supervisors adopted the Birch Bay Watershed Aquatic and Resources Management (BBWARM) Sub Flood Zone District, Ordinance 2007-019; and

WHEREAS, the Board of Supervisors adopted resolutions establishing and setting rates for the BBWARM District, Resolution 2008-049 and 050, for the purpose of providing funding to implement the Birch Bay Watershed Comprehensive Stormwater Plan as adopted by Resolution 2006-070; and

WHEREAS, BBWARM District stormwater fees were levied and included in the 2009 annual tax collection; and

WHEREAS, the collection of those fees provides the revenue source for this budget request; and

WHEREAS, the budget has been assembled and submitted for deliberation by the Board of Supervisors

NOW THEREFORE, BE IT RESOLVED by the Whatcom County Flood Control Zone District Board of Supervisors that the 2009 budget and work plan for the Birch Bay Watershed Aquatic and Resources Management is hereby adopted to include the amount set forth in Exhibit A attached hereto, the budget portion of which is summarized below:

	Expenditures	Revenues	Net Effect
Total Flood Control Zone District	\$229,522	(\$730,000)	(\$ 500,478)

ADOPTED this ____ day of _____, 2009.

ATTEST:

WHATCOM COUNTY FCZD
BOARD OF SUPERVISORS
WHATCOM COUNTY, WASHINGTON

Dana Brown-Davis, Clerk of the Council

Carl Weimer, Chair of Board of Supervisors

APPROVED AS TO FORM:

Daniel L. Gibson
Civil Deputy Prosecuting Attorney

FRANK M. ABART
Director



MEMORANDUM

TO: The Honorable Pete Kremen, Whatcom County Executive, and
Honorable Members of the Whatcom County Flood Control Zone District
(FCZD) Board of Supervisors

THROUGH: Frank M. Abart, Public Works Director *FAA 6/24/09*

FROM: Jon Hutchings, Assistant Director *JH 6-19-09*
Kirk N. Christensen, P.E., Stormwater Manager

RE: Resolution of the Whatcom County FCZD Board of Supervisors for adopting a
budget and work plan for the Birch Bay Watershed and Aquatic Resources
District for the remainder of 2009

DATE: June 17, 2009

Please find enclosed for your review and approval a resolution for the Birch Bay Watershed and Aquatic Resources Management District 2009 Budget in the amount of \$229,522.

▪ **Background and Purpose**

This resolution provides funding for the remainder of 2009 for the Birch Bay Watershed and Aquatic Resources Management (BBWARM) District to begin implementation of the Birch Bay Watershed Comprehensive Stormwater Plan. This year's activities include, capital improvement projects, water quality monitoring, education, maintenance and operation and partnering with other organizations to address stormwater quantity and quality issues.

▪ **Funding Amount and Source**

Funding source of \$229,522 for 2009 will come from Birch Bay Watershed and Aquatic Resources Management fees collected through this year's tax roll.

Please contact Kraig Olason at extension 50782 if you have any questions regarding this resolution.

Enclosures

Exhibit A

SUMMARY BUDGET

Birch Bay Watershed and Aquatic Resources District

BUDGET 2009

2009

6110	REG SALARIES & WAGES	\$	36,837.00	1 FTE 6MO TOP STEP SENIOR PLANNER
6120	EXTRA HELP	\$	12,351.00	FIELD/RESEARCH ASSISTANCE MID-RANGE PLANNER 2
6140	OVERTIME	\$	3,000.00	APPROX 80 HRS
6200	PERSONAL BENEFITS	\$	23,944.00	AT .65 OF SALARY
6320	OFFICE SUPPLIES	\$	1,000.00	
6330	PRINT	\$	6,200.00	
6340	BOOKS/PUBS	\$	1,400.00	
6510	TOOL EQUIP	\$	-	
6520	SOFT WARE	\$	2,000.00	
6630	PROFESSIONAL SERVICES	\$	53,000.00	
6710	POST SHIP	\$	6,500.00	
6720	TELEPHONE	\$	300.00	
6780	TRAVEL/ED/TRAINING	\$	1,000.00	
6790	TRAVEL-OTHER	\$	3,000.00	
6810	ADVERTISING	\$	1,150.00	
6860	EQUIP RENTAL	\$	-	
6869	EQUIP INTERFUND	\$	-	
6870	SPACE RENTAL	\$	2,750.00	
7060	REPAIR & MAINT	\$	-	
7110	REGISTRATION TUITION	\$	2,100.00	
7140	MEETING REFRESHMENT	\$	400.00	
7159	ADMNCOST ALLOCATION PWA	\$	30,390.00	.5 FTE 6/MO
7190	OTHER MISC	\$	10,000.00	
7199	OTHER MISC INTERFUND	\$	15,000.00	
7210	INTER-GOVT PROFESSIONAL SERVICES	\$	15,000.00	
7420	COMPUTER CAPITAL OUTLAYS	\$	2,200.00	
	TOTAL	\$	229,522.00	

BBWARM 2009 Work Plan

Program Elements

		jul 1 - sept 31		oct 1 - dec 31		COMMENTS
1	WATER QUALITY MONITORING					
A	DEVELOP PLAN	*				
B	SAMPLING/REPORTING	*	*	*	*	MONTHLY SAMPLING WITH FOLLOW UP SAMPLING
2	CAPITAL IMPROVEMENT PROJECTS					
A	RECOMMENDED PROJECT LIST	*	*	*		MAJORITY OF WORK WILL BE DONE THROUGH CONSULTANT CONTRACT.
B	ENGINEERING ANALYSIS/PROJECTS		*	*		FINAL PRODUCT WITH BE FEASIBILITY STUDY AND FINAL RECOMMENDATION LIST
C	ENGINEERING PROJECT DESIGN				*	WILL BEGIN INITIAL CIP DESIGN WORK IF TIME ALLOWS IN 2009.
D	PROJECT CONSTRUCTION/OVERSIGHT					
3	PUBLIC INFO/EDUCATION					
A	GENERAL EDUCATION PROGRAM					
i	DEVELOP PROGRAMS	*	*	*	*	EMPHASIS THROUGH YEAR END ON DEVELOPING A EDUCATIONAL PROGRAM AIMED AT A GENERAL AUDIENCE AND A DETAILED WORK PLAN/BUDGET FOR 2010
ii	IMPLEMENT PROGRAMS					
B	TARGET GROUPS					
i	IDENTIFY TARGET GROUPS	*	*			
ii	DEVELOP PROPGRAMS		*	*	*	EMPHASIS THROUGH YEAR END ON DEVELOPING A TARGETED PROGRAM AIMED AT A SPECIAL GROUPS/USERS AND A DETAILED WORK PLAN/BUDGET FOR 2010
1	PRIVATE STORMWATER FACILITIES					
a	CONDUCT INVENTORY	*	*	*		MAJORITY OF THE WORK FOR 2009 WILL INVOLVE RESEARCHING DEVELOPMENT FILES AND CONDUCTING INVENTORY/MAPPING OF PRIVATE STORMWATER SYSTEMS
b	DEVELOP TRAINING PROGRAM				*	IF INVENTORY/MAPPING CAN BE COMPLETED IN 2009, RESEARCH WILL BEGIN IN ORDER TO DEVELOP AN EDUCATIONAL PROGRAM TO IMPLEMENT IN 2010.
c	CONDUCT TRAINING PROGRAM					
d	DEVELOP AND IMPLEMENT INCENTIVE PROGRAM FOR PRIVATE STORMWATER FACILITIES					

Program Elements

		jul 1 - sept 31	oct 1 - dec 31	COMMENTS
2	PET WASTE MANAGEMENT PROGRAM			
a	EVALUATE NEED FOR MORE STATIONS	*		
b	CONTINUE TO SUPPORT PROGRAM	*	*	EXISTING MUTT MIT STATIONS WILL BE SERVICED AND MATERIALS PROVIDED
c	LID HOMEOWNER EDUCATION			
i	REVIEW LID OPTIONS AND DEVELOP RECOMMENDED LID LIST	*	*	RESEARCH INTO APPROPRIATE LID PRACTICES AND OPTIONS FOR IMPLEMENTATION WILL BE CONDUCTED. DETAILED IMPLEMENTATION BUDGET WILL BE DEVELOPED FOR 2010
ii	IMPLEMENT LID PROGRAM			
1	PROVIDE TECHNICAL INFORMATION			
2	PROVIDE INDIVIDUALS WITH TECHNICAL ASSISTANCE			
D	COMMERCIAL LID EDUCATION			
i	REVIEW LID OPTIONS AND DEVELOP RECOMMENDED LID LIST			
ii	IMPLEMENT LID PROGRAM			
1	PROVIDE TECHNICAL INFORMATION			
2	PROVIDE INDIVIDUALS WITH TECHNICAL ASSISTANCE			
E	LANDOWNER STEWARDSHIP INITIATIVE			
i	DEVELOP PROGRAMS	*	*	THE CONSERVATION DISTRICT WILL ASSIST THE ADVISORY COMMITTEE IN DEVELOPING A STEWARDSHIP PROGRAM TO BEGIN 2010 - INCLUDING PRODUCING A DETAILED BUDGET. IF TIME PERMITS, A MAILING WOULD BE PROVIDED TO THE INTIAL TARGET AREA ANNOUNCING THE AVAILABILITY OF THE PROGRAM.
ii	IMPLEMENT PROGRAM IN PRIORITIZED AREAS		*	
4	MAINTENANCE AND OPERATIONS PROGRAM			
i	DEVELOP PROGRAMS	*	*	WORKING WITHIN PW AND THE ADVISORY COMMITTEE/COMMUNITY, A M&O PROGRAM WILL BE DEVELOPED THAT WILL INCLUDE ACTIVITIES AND BUDGET REQUIREMENTS FOR IMPLEMENTING IN 2010.
ii	IMPLEMENT PROGRAM IN PRIORITIZED AREAS	*	*	
5	COLLABORATIVE PROGRAMS			
i	SHELLFISH DISTRICT RESPONSE	*	*	COORDINATION WITH SHELLFISH DISTRICT PROGRAMS WILL INITIATE SUMMER 2009 AND CONTINUE AS AN ON-GOING ACTIVITY INTO THE FUTURE.

Program Elements

		jul 1 - sept 31		oct 1 - dec 31		COMMENTS
ii	STREAM ENHANCEMENT PROJECTS	*	*	*		FINANCIAL ASSISTANCE IS PROVIDED FOR NESEA PROJECTS SUMMER/FALL 2009 AND ADDITIONAL PROJECTS WILL BE DEVELOPED FOR INCLUSION IN 2010 BUDGET.
iii	ON SITE SEPTIC - HEALTH DEPT					
iv	RURAL LANDOWNER TECHNICAL ASSISTANCE					
v	STORMWATER INFILTRATION PREVENTION PROJECTS WITH BBWSD					
vi	1 CALL BIRCH BAY CONTACT #	*	*			A RESOURCE LINE IS PLANNED TO PROVIDE A CONVENIENT CONTACT POINT FOR BB COMMUNITY. THIS WILL BE DEVELOPED FOR IMPLEMENTATION LATE FALL 2009. EPA PROJECT WILL INVOLVE SOME STAFF TIME AND MAY INVOLVE BBWARM COMMITTEE MEMBER PARTICIPATION.
vii	BIRCH BAY ACTION PLAN DEVELOPMENT	*	*			
6	ADMINISTRATION					
	FEE ROLL & ACCOUNT MANAGEMENT	*	*	*	*	THIS ONGOING ACTIVITY WILL BE VERY TIME CONSUMING DUE TO THE NUMBER OF RATE ADJUSTMENT REQUESTS IN 2009 AND TO IMPLEMENT THE FIRST AUTOMATED FEE ROLL.
	ADVISORY COMMITTEE STAFFING	*	*	*	*	ONGOING STAFF ASSISTANCE TO THE ADVISORY COMMITTEE WILL CONTINUE.
	GENERAL PROGRAM ADMINISTRATION	*	*	*	*	A VARIETY OF ACTIVITIES WILL BE REQUIRED TO IMPLEMENT THE BBWARM DISTRICT REPORTING ACTIVITIES WILL BE CONDUCTED AND PROVIDED TO THE FCZD BOARD OF SUPERVISORS, BBWARM ADVISORY COMMITTEE AND THE PUBLIC.
	PUBLIC INFORMATION/PROGRESS REPORTING	*	*	*	*	

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FRANK M. ABART
Director



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MEMORANDUM

TO: The Honorable Pete Kremen, Whatcom County Executive, and
Honorable Members of the Whatcom County Council

THROUGH: Frank M. Abart, Public Works Director *FM 6/22/09*

FROM: Jon Hutchings, Assistant Director *JH 6-19-09*
Kirk N. Christensen, P.E., Stormwater Manager

cc: Brad Bennett, Manager, AS-Finance
Peggy Leviton, Accounting Supervisor, Public Works-Administration

DATE: June 19, 2009

RE: 2009 Budget Supplemental—Birch Bay Watershed and Aquatic
Resources Management District Budget for the remainder of 2009

Please find enclosed a supplemental budget request from Public Works—Stormwater for the Birch Bay Watershed and Aquatic Resources Management (BBWARM) District 2009 Budget in the amount of \$229,522 collected from fees through this year's tax roll.

This request will provide budget authority for the remainder of 2009 for the BBWARM District to begin implementation of the Birch Bay Watershed Comprehensive Stormwater Plan. This year's activities include, capital improvement projects, water quality monitoring, education, maintenance and operation, and partnering with other organizations to address stormwater quantity and quality issues.

Please contact Kraig Olason at extension 50782 if you have any questions regarding this request.

Enclosure

Supplemental Budget Request

Status: Pending

Public Works

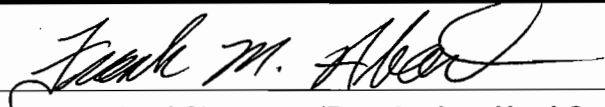
Flood Control Zone District - BBWARM Subzone

Suppl ID # 844 Fund ~~2E+0~~ 16925 Cost Center 169250 Originator: Remy Stratton

Expenditure Type: Ongoing Year 1 2009 Add'l FTE Add'l Space Priority 1

Name of Request: Birch Bay Watershed & Aquatic Resources Mgmt Dist

X



6/22/09

Department Head Signature (Required on Hard Copy Submission)

Date

Costs:	Object	Object Description	Amount Requested
	2910.1000	Fund Balance	\$500,478
	4317.7000	Other Operating Assessme	(\$730,000)
	6110	Regular Salaries & Wages	\$36,837
	6120	Extra Help	\$12,351
	6140	Overtime	\$3,000
	6290	Applied Benefits	\$23,944
	6320	Office & Op Supplies	\$1,000
	6330	Printing	\$6,200
	6340	Books-Publications-Supsc	\$1,400
	6520	Software	\$2,000
	6630	Professional Services	\$53,000
	6710	Postage/Shipping/Freight	\$6,500
	6720	Telephone	\$300
	6780	Travel-Educ/Training	\$1,000
	6790	Travel-Other	\$3,000
	6810	Advertising	\$1,150
	6870	Space Rental	\$2,750
	7110	Registration/Tuition	\$2,100
	7140	Meeting Refreshments	\$400
	7159	Administrative Cost Allo	\$30,390
	7190	Other Miscellaneous	\$10,000
	7199	Other Miscellaneous/Inte	\$15,000
	7210	Intergov Prof Svcs	\$15,000
	7420	Computer-Capital Outlays	\$2,200
	Request Total		\$0

1a. Description of request:

This request authorizes Stormwater Division staff to act on the Birch Bay Watershed and Aquatic Resource Management subzone's proposed work plan for 2009. This supplemental budget request authorizes a 1.0 FTE watershed coordinator for program management, monitoring, and community outreach. Additional funds have been included to provide for consultant services to assist with final project selection and preliminary design work on capital improvement projects, partnering with local conservation groups to accomplish work plan activities and to cover a portion of the costs associated with administration and technical assistance provided by Public Works staff.

Supplemental Budget Request

Status: Pending

Public Works

16925

Flood Control Zone District

Suppl ID # 844

Fund-~~2E+0~~

Cost Center 169250

Originator: Remy Stratton

1b. Primary customers:

Birch Bay Watershed and Aquatic Resources Management District, Marine Resources Committee, fishermen, shellfish harvesters, industry, builders, recreationists, and local landowners.

2. Problem to be solved:

The Birch Bay Comprehensive Stormwater Plan, adopted by the Whatcom County Council on November 8, 2006, has been developed by the community to protect and restore freshwater and aquatic resources of Birch Bay under the pressure of increasing growth and development. The plan remains unfunded.

To address funding needs, an ordinance was adopted in March 2007 forming the Birch Bay Watershed and Aquatic Resources Management District (BBWARM) as of March 2007. The BBWARM Advisory Committee has been meeting since the summer of 2008 to develop a work plan and budget. The present request authorizes the Stormwater Division to support implementation of the work plan.

3a. Options / Advantages:

A comprehensive stormwater plan was developed for the Birch Bay Watershed. A part of the planning process included evaluating other alternatives. This budget reflects implementation of the recommended alternative.

The programs and projects included in the budget and work plan will address long standing water quality and quantity problems in Birch Bay, including poor water quality which has resulted in a formal shellfish closure in the area of Birch Bay adjacent to Terrell Creek.

3b. Cost savings:

N/A

4a. Outcomes:

Implementation of the Birch Bay Comprehensive Stormwater Plan and BBWARM work plan. Improvements to water quality and a reduction of localized flooding throughout the Birch Bay Watershed.

4b. Measures:

Measures include the reopening of the shellfish harvesting closure area, improvements in water quality as indicated by regular monitoring efforts and increased onsite retention of stormwater.

5a. Other Departments/Agencies:

Whatcom County Departments--Public Works, Health, Planning & Development Services;
State of Washington Departments--Ecology, Parks, Health

5b. Name the person in charge of implementation and what they are responsible for:

Jon Hutchings is the Public Works Assistant Director responsible for the Stormwater program.

6. Funding Source:

Birch Bay stormwater utility fees collected from area residents and businesses