

## DRAFT MINUTES

### Walla Walla Regional Shoreline Master Program (SMP) Update Project Management Team Meeting

June 2, 2015 - Walla Walla Public Health and Legislative Building, 314 West Main, County Commissioners Chambers, Walla Walla

NOTE: All documents connected with the agenda for this meeting, as well as all documents related to this project, were previously placed on the county's website for easy public access, AND made available to project team members in advance.

The meeting was called to order at 3:01 p.m. by team member County Commissioner Jim Johnson. Roll call was held as follows.

#### Project Team members present:

Representing Walla Walla County	Jim Johnson, Commissioner
Representing City of Prescott	Chuck Kimzey, City Council Member (arrived at 3:32)
Representing City of Waitsburg	Randy Hinchliffe, City Administrator
Representing City of Walla Walla	Elizabeth Chamberlain, Dev. Services Dept. Director
Project Team Leader	Bill Stalzer

Team members absent/excused: None.

A quorum was established.

#### Others present/in the audience:

Lauren Prentice, Principal Planner, Walla Walla County Community Development Dept.  
Blake Nass, Assistant Planner, Walla Walla County Community Development Dept.  
Two members of the general public

There were no conflicts of interest.

There was no public comment.

#### Approval of Agenda

MOTION: To approve the agenda for the June 2 meeting, by Jim Johnson; seconded by Elizabeth Chamberlain. Motion passed unanimously.

#### Approval of Minutes

Elizabeth Chamberlain noted one grammatical correction that needs to be made under the grant budget section for the May 12 minutes.

MOTION: To approve the minutes, as corrected, from the December 2, 2014 and May 12, 2015, by Bill Stalzer; seconded by Jim Johnson. Motion passed unanimously.

#### Grant Budget Update

Mr. Stalzer provided a detailed update on the grant budget. The total grant amount was shown to be broken down by grant agreement tasks. Task 6 was explained to be the most complex task and therefore required a greater allocation of funds. Moving funds between tasks requires approval of the Department of Ecology; up to 10% of the total grant funds can be approved for

reallocation by the Ecology grant manager. At a Project Management Team meeting later this month Bill will present recommendations on adjustments to the grant agreement task budgets.

For the May community open house meetings postcards were sent directly to 1,322 property owners within shoreline jurisdiction. Mr. Stalzer stated that the cost for the mailing ended up about \$100 over the original estimate due to postage costs.

#### Consultant Contract Budget Status

Mr. Stalzer described the method and process by which their budgeting was based along with Department of Ecology's grant requirements. The initial budgeting at the beginning of the SMP update process was based upon an analysis of comparable jurisdictions that were one budget cycle ahead of Walla Walla County in the SMP update process.

It is expected that the budget will be about \$10,000-20,000 under budget on June 30, which is the end of the biennium. Mr. Stalzer will investigate the possibility to use some funds to draft a user's guide document. This will also be dependent on the availability of The Watershed Company. Elizabeth Chamberlain asked what the opportunity might be for the surplus funds to be reallocated to the next year. Mr. Stalzer explained that funds cannot be allocated from one biennium to the other.

Mr. Stalzer said that he will also look into the opportunity to use remaining grant funds to reimburse the jurisdictions for GIS work done early in the process, if there was any.

It was noted by Mr. Stalzer that as of July 1, the State has said that grant work needs to stop until the legislature comes to resolution on the State budget. This will not change the deadline for completing the update by June 30, 2016. He pointed out that few costs were budgeted for July and August because Ecology will be reviewing the draft SMP during that period, so he and the consultant team had not planned on much activity during the review period.

#### Project Team Leader Update

The May public meetings were explained by Mr. Stalzer to largely be covered in the associated memos. Mr. Stalzer also provided a summary of the Regional Working Group (RWG) meetings in January – May and provided information on the upcoming schedule. A final draft SMP will be due to Ecology on June 30. Before the final draft is finished there will be one more RWG meeting. There will also be one more PMT meeting before the end of June.

Based on initial comments from Ecology, there are three main issues that will need to be discussed by the RWG and addressed by the PMT prior to submittal of the final draft:

1. Impervious surface limits
2. Buffer setbacks
3. Existing riparian buffers

#### Next Project Management Team Meeting

The next meeting will be scheduled for the week of June 15.

#### Public Comment

Commissioner Johnson opened the meeting for public comment. None was offered.

The meeting adjourned at 4:12 p.m.