

Vancouver Lake Watershed Partnership

Steering Group Meeting Summary

Meeting date: August 6, 2008, 3:30 pm

Steering Group Members Present:

Patty Boyden	Port of Vancouver
Pete Capell	Clark County Dept. of Public Works
Loretta Callahan	City of Vancouver Dept. of Public Works (alternate for Brian Carlson)

Partnership Members Present

Thom McConathy	Citizen
David Page	Citizen

Other Agency Members Present:

Katy Brooks	Port of Vancouver
Jim Gladson	Clark County Dept. of Public Works
George Medina	U.S. Army Corps of Engineers

Project Management Team:

Phil Trask	PC Trask & Associates, Inc.
Sabrina Litton	PC Trask & Associates, Inc.
Mardy Tremblay	Lower Columbia River Estuary Partnership

Agenda/Discussion Topics

The project manager welcomed everyone and asked if there were any general announcements. There were none.

Partnership Business

Legislative Strategy

Phil told the Steering Group that since their last meeting the PIO Group has met twice to discuss the Partnership's upcoming legislative request. Currently the team is working on how to coordinate with the County, City and Port legislative agendas as well as identifying a champion for the project. Phil described how last year's legislative work has set the foundation for a scaled up legislative request this year. It will be important for legislators to have a good understanding of the Vancouver Lake project and to have Vancouver Lake on each agency's list of legislative priorities. Working with lobbyists will help move the project forward. He added that it might be a good idea to present a project update to elected officials from the City, County and Port.

Patty stated that these sounded like a good ideas and in addition the Steering Group might need a to-do list to assist in organizing tasks and help the process forward. Pete agreed. He added that if the project is going to be successful this year, now is the time to be working hard on it. He also agreed with the need for a project champion. It's great that we have a Partnership for deciding what needs to be done; however, a project champion would raise the projects' profile. Phil said his team could lay out a plan with specific tasks and timelines. Pete said that this plan is necessary and that we need to report back each month on the status.

Phil said the champion idea was a good one, but it should be organic and in that the right person has to want to champion the project. This person would need political connections and stature in the community. Patty said that maybe finding a champion is one of the Steering Group's to-do items. Pete said we all have our own lobbyists that work in Olympia and we should coordinate with them. He said that we need to be sure to include them when a request is drafted to make sure it gets worked consistently by all three agency lobbyists.

Pete said that they should try to get it in front of each of the agencies soon and give them an update on Vancouver Lake and to ask them for help. Phil asked how much lead time was needed to get in front of

each of these agencies. Patty said it was not difficult for her to update the Port's Commissioners on Vancouver Lake. Pete said the County Commissioners do not meet in the month of August and he would need to start soon for September. Jim suggested that when providing briefings to the agencies, the closer they can be scheduled together the more cumulative weight they carry and greater the media potential.

Patty said she see's two things on the "to-do" lists for each agency; (1) to schedule meetings with respective commissioners/council members, and (2) identify a champion for each agency. Katy said it will be important to define what being a champion means so that people know what they are getting into when agreeing to support the project. She noted that it doesn't necessarily have to be a large commitment as Phil and the Steering Group will be doing most of the work. She added that she thought it would be great to have a champion from each the City, County and Port. Pete agreed and said Commissioner Stewart would be a good champion for Vancouver Lake and that staff would be he, Jim and Ron.

Technical Group Update

Phil said the Technical Group would meet tomorrow, August 7th to review and discuss a second draft of the Technical Foundation document. Since their last meeting, the Technical Group has submitted comments and reviewed an updated draft. After discussing the document tomorrow and incorporating any additional comments, the Technical Foundation document should be ready for Steering Group review within a month.

Phil said that he thought the document does a good job of providing a basis for next technical steps for the Partnership. Now it is time to refine the details of what each suggested study would entail. He posed several ideas to the Steering Group for adding scope details. The Partnership can hire someone to describe what a nutrient or sediment study would look like for example, or hold a Request for Qualifications and Quotations (RFQQ) process where consultants would describe their qualifications and their general approach to the problem. Thom asked if they were looking at one consultant or a group of consultants. He said he thought it would be good to have one consultant to tie it all together. Phil replied that this hadn't been thought out yet. David asked if they could tap into other watersheds and watershed councils that have done this type of work. Phil said they could but to remember that Vancouver Lake is complex and that its systems are unique. Pete said that he has had success hiring experts to scope work and help evaluate responses to a RFP. Phil said he thought this might be the best solution. He said they would vet the topic tomorrow with the Technical Group.

Sabrina updated the group on Ecology's Clean Water Grant workshop in Lacey that she attended earlier in the day. She said she learned some good tips for how to improve the Partnership's application for this next funding cycle. She said Tammy Riddell from Ecology is aware we will be applying again this year and will be available to help review the application and answer questions. The application closing date is October 31 and she wants the Partnership's application to go through all the steps possible to make it successful. Thom asked what some specific things were that they can do to improve their application. Sabrina said they will need to be detailed about project scope and budget. The Technical Foundation document will be great for showing how we have decided what project to seek funding for.

PIO Group Update

Phil asked the PIO Group if they had any additional comments or items. Loretta and Katy said they did not.

Additional Updates

Phil said that a standing conflict has come up for Brian Carlson and Steering Group meetings on the first Wednesday of the month. Phil asked if the rest of the group if they wanted to adjust the date for these Steering Group meetings so that Brian would be able to attend. The group agreed that they needed to find a date that would work for everyone. Patty asked that whatever day of the month is decided, it not change in the months that have a Partnership meeting as that sometimes causes confusion. There was a discussion about possible dates that would work. Sabrina will send out an email to find out which days will work best.

August 20, 2008 Partnership Meeting Agenda

Patti asked if the focus of the Partnership meeting would be primarily the Corps presentation. Phil said that yes, it would be, and the remaining agenda items would be kept short. George asked how much time the Partnership was estimating for the Corps presentation. The Corps was planning 20-30 minutes for the presentation and approximately 30 minutes for questions. Pete said that he thought there was more time for the Corps presentation; and that it could likely go for 1 ½ hours total.

George said that in their presentation next week, they will go over why they did the studies, what they did, and what are the implications. He added that they were looking to provide context, findings, and describe potential options. Phil said he thought the challenge will be to break down the information in a way that everyone can understand. He said his advice was to make the presentation for a lay audience and be prepared for a lot of questions. George said the Corps would take Phil up on his offer to help review the presentation.

Next Steps/Close

Phil thanked the group for attending and closed the meeting.

Next Meetings:

Full Partnership Meeting	August 20, 2008, 4:00 – 6:00 pm
	October 15, 2008, 4:00 – 6:00 pm

Steering Group Meeting	September 17, 2008 3:30-4:00
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All meetings will be held at the Port of Vancouver Administrative Offices.